

# Edward Hendrix

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## EDUCATION

Bachelors of Arts in Psychology, Minor in Criminal Justice, 2020  
**State University of New York Potsdam, Potsdam, NY**

Associates of Applied Science in Humanities, 1992  
**North Country Community College, Saranac Lake, NY**

Class A CDL License, 2020  
**Pro Driver Training, Milton, VT**

## RELATED SKILLS

Proficient in Microsoft Office, Word, Excel, Point of Sale software, and cash registers.  
OSHA 10 Safety Standards, management

## EMPLOYMENT

### **Nova Bus/Volvo Companies/ ETS, Plattsburgh, NY**

November 2019 – Jan 2020

Assembler

- Installation of seats onto low-floor buses according to blueprints and drawings. Proficient in utilizing all relevant production tools, pneumatic and manual.

### **Pro-Tech Solutions/Bombardier, Plattsburgh, NY**

July 2018 – June 2019

QA Technician

- Inspect, test and sample materials, parts, or products for defects and deviations from specifications.
- Observe and monitor production operations and equipment to ensure conformance to specification and make or order necessary process or assembly adjustments to meet specification.
- Interpret blueprint and other drawings that detail product specifications

### **P City Properties, Plattsburgh, NY**

November 2014 – March 2019

Owner

- Inspections include interior and exterior of the home, electrical panel, heating unit, structural safety issues, winterizations intact, proper installment of carbon monoxide and smoke detectors, water tank, inspect for any water/roof leaks, etc.
- Property Maintenance on Foreclosed Properties includes snow removal, winterizations, lawn maintenance, lock and secure, tarp roofs and small repairs.
- Perform household cleanouts, some major repairs including Roof Repairs, Plumbing Repairs, Drywall Replacement, Deck Repairs, Install new windows, etc.
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### **The Northeast Group, Plattsburgh, NY**

June 2013 – May 2014

Facility Manager

- Maintain receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Control inventory levels by conducting physical counts, reconciling with data storage system.
- Completed warehouse operational requirements by scheduling and assigning employees; following up on work results.

- Maintain warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results. Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols

**Eastern Technical Services, Inc. PACTIV** Plattsburgh, NY

September 2012 –March 2013

Packer/Sorter

- Counting, sorting and packaging cardboard cup holders and food trays, maintaining accurate count of merchandise; while tracking production levels to ensure the demands of production remain consistent and are shipped on time to distribution warehouses.
- Practicing safe work habits as outlined by OSHA

**P. City** Massena, NY

April 2005 – February 2012

Sole Proprietor

- Maintaining business records, the day to day operations of a unisex urban clothing store; developing planogram's, window displays and marketing/advertising strategies.
- Training employees how to operate POS systems used to track sales and inventory.
- Negotiating purchase contracts and pricing with merchandise suppliers; while continuing to track new trends and products to remain competitive in the retail clothing market.

**Composite Factory Inc.** Plattsburgh, NY

September 2004- November 2005

Production supervisor/ Safety Coordinator

- Proficient in reading blue prints, Supervising a team of employees in the fabrication of composite parts; reviewing work schedules, safety practices and company policies; the Inspection of finished products maintaining company standards, quality, and daily production rates