

MITCHELL RIGHTOR

■ Lafayette, IN, 47905 ■ (317)766-0896 ■ mcr.rightor@gmail.com ■

PROFESSIONAL SUMMARY

Enthusiastic and eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements. Motivated to learn, grow and excel at Subaru.

SKILLS

- Technician Certification Training
- Equipment repairs
- Troubleshooting skills
- Loss prevention
- Quality control
- Technical knowledge
- Vehicle inspections
- System maintenance
- Preventive and reparative maintenance
- Carpentry
- Preventative maintenance
- Roofing
- Drywalling
- Landscaping

WORK HISTORY

SEALER TECHNICIAN 08/2019 to Current CTI Personnel, Lafayette, IN

- Inspect Auto body and areas of repair to verify correctness and quality
- Ensure that the sealer is properly applied
- Work in a team setting gladly helping where and when needed

SNOW REMOVAL 07/2018 to 08/2019 Circle City Outdoors, Indianapolis, IN

- Snow Plow Driver
- Salt Truck Driver

IRRIGATION TECHNICIAN 07/2018 to 08/2019 Circle City Outdoors, Indianapolis, IN

- Demonstrated irrigation system features to customers and thoroughly explained functionalities and uses
- Established lucrative customer relationships by using effective communication and active listening skills
- Supervised installation work of other technicians to make sure systems were fully operational
- Installed irrigation systems for all types of customers, both residential and commercial
- Carried out preventive maintenance by checking sprinkler spray angles and testing performance of digital controllers
- Diagnosed problems with equipment and performed regular maintenance to keep equipment functional
- Installed underground sprinkler systems to provide grass and greenery with adequate water supply

OUTDOOR LIGHTING TECHNICIAN 07/2018 to 08/2019 Circle City Outdoors, Indianapolis, IN

- Performed proper maintenance of lighting equipment, ensuring safety and quality operations
- Installed outdoor residential lighting systems
- Problem solved and fixed lighting systems

FENCE INSTALLER 04/2018 to 08/2018

Richmond Exteriors, Indianapolis, IN

- Worked with all types of weather and ground conditions
- Calculated materials and time needed for each job
- Used hand tools and instruments to take measurements
- Operated tools, equipment and machinery according to safety standards
- Installed metal and wooden fences and privacy borders
- Filled post holes with concrete to maintain proper stability and longevity of fencing installations
- Used power-driven auger to hollow out postholes with efficiency and manual digging methods for less complex work

CARPENTER'S HELPER 04/2017 to 04/2018

Lester Conkright, Crawfordsville, IN

- Assisted with project planning by measuring locations and pieces, marking points and skillfully cutting materials
- Transported materials and tools from work truck to project areas and organized supplies based on likely needs
- Boosted team performance by collecting debris, extra materials and tools to keep work areas clean and organized
- Provided observations, took measurements and performed tests at various stages according to quality control plan

PRINTING PRESS OPERATOR 09/2016 to 12/2016

LSC Communications Inc., Crawfordsville, IN

- Operated press to achieve highest print quality and productivity with minimal scrap.
- Adjusted press during production runs to maintain specific registration and color densities.
- Loaded and positioned unprinted materials.
- Examined job orders to determine quantity, stock specifications, colors and special printing instructions.
- Produced high quality finished printed materials including brochures, flyers, four-color artwork and mailers.
- Inspected machines and performed repairs.
- Mixed and poured paint and color mixtures into reservoirs.

FLOOR INSTALLER 04/2014 to 12/2016

Bennets Flooring/Mike Daneils/Contracted, Russell Springs, KY

- Installed flooring such as wood, VCT, LVP, carpet, and tile.
- Calculated dimensions and amount of needed materials by accurately measuring job site and structures.
- Kept team members safe and job sites free of hazards by maintaining good organizational skills at all stages.
- Placed building paper over subflooring to protect final flooring material from water damage.
- Met with clients to set out project goals, scope and requirements and drafted blueprints for review and final approval.

TRUCK DRIVER 04/2016 to 10/2016

Trinity Life Ministry, Crawfordsville, IN

- Inspected truck for defects and safe operating condition before, during and after trips.
- Organized all shipping paperwork and documented customer payments to keep records accurate

- and current.
- Optimized routes to maximize efficiency and scheduled service stops.
- Redirected shipments en route in response to customer requests.
- Delivered packages from distribution center to residential areas using self-developed routes.
- Presented clean, neat appearance during every shift to uphold professional company presence.

SHIFT LEAD SUPERVISOR 02/2013 to 12/2015

Walgreens, Indianapolis, IN

- Greeted customers and helped with product questions, selections, and purchases including in-store and e-service transactions.
- Walked through department multiple times each shift to evaluate and correct issues such as cleaning and stock replenishment needs.
- Trained team members in successful strategies to meet operational and sales targets.
- Aligned inventory processes with demand projections to maximize organizational and budget efficiency.
- Answered questions about store policies and concerns to support positive customer experiences.
- Oversaw employee performance, corrected problems and increased efficiency to maintain productivity targets.
- Strengthened merchandising and promotional strategies to drive customer engagement and boost sales.
- Assisted customers by answering questions and fulfilling requests.

CONTRACTOR 05/2011 to 12/2012

Myself, Indianapolis, IN

- Flooring
- Construction
- Landscaping

CABLE TECHNICIAN 04/2009 to 02/2011

AT&T Inc., Indianapolis, IN

- Tested cables using tools such as volt-OHM meters, spectrum analyzers and signal level meters.
- Provided training on use, troubleshooting and calibration of equipment.
- Performed troubleshooting of systems with techniques such as speed and ping tests.
- Completed new connects, reconnects, disconnects and service changes for residential and commercial customers.
- Read blueprints and schematics to correctly place equipment.
- Analyzed user-generated trouble tickets to determine causes of problems and took appropriate action for resolution.
- Responded to service requests during and after business hours.
- Installed and configured new devices and system components.
- Planned layouts and ran cable into buildings and through walls, attics and crawl spaces.
- Diagnosed and resolved complex integrated customer issues for implementation, add-on, maintenance and support of voice, data, VoIP and CTI applications.
- Set up networks and computers for business and residential customers.

EDUCATION

High School Diploma : 2005

Lutheran High School - Indianapolis

Mechanical Engineering Technology

IUPUI - Indianapolis