

Dear Hiring Manager;

I am looking for a position within a professional corporation with potential for advancement. Ideally I would like to gain a position which will help me grow as a business professional through varying day to day tasks and by doing so add to the value of the company of which I am employed.

My personal strengths are that of curiosity to learn new things, creativity to overcome obstacles, humor to make it through certain situations in life, gratitude when there seems to be a lack thereof these days and persistence to see a task through to completion and finished correctly.

I am a quick, hands on, and eager learner who is capable of handling multiple tasks as my resume shows. My resume shows multiple jobs overlapping, but do not let this sway you in a negative light; this only proves my multitasking and time management abilities.

Regards,
Jon Pinkston

Jon A. Pinkston

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214-893-1206

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Summary of Qualifications

Willing to Travel up to 40%. 10 years of experience in sales and customer service with four years in management. I am a tactile, self-motivated, task oriented individual with a strong drive to see tasks through to completion. As Assistant Manager of Westfield by the Railroad I reworked the menu and found bands to gain clientele and increase profits. While running the operations of 21st Century Productions I helped design aspects of Miller Lite's marketing. I am looking to gain a position within a professional corporation with potential for advancement.

Professional Experience

Charles Miller HVAC, Electrical, Plumbing, and Pools – Spring, TX

Assistant

June 2007 – Present

- ▲ Assisted owner in repair and maintenance of commercial/residential HVAC units (single and split systems).
- ▲ Pulled new power feeds ranging from 120V-600V in single and multi-phase.
- ▲ Assisted in commercial property inspections.

Calame Jewelers – Highland Park, Texas

Jewelry/Watch Repair and Sales Associate

December 1999 – January 2010

- ▲ Influenced counter sales, serviced fine jewelry and Swiss watches.
- ▲ Battery technician, identification and installation.
- ▲ Performed quick repair, polishing, engraving of fine jewelry and Swiss watches.

North City Cycles – Houston, Texas

Parts and Service Manager

July 2008 – August 2009

- ▲ Documented service and repair estimates for customers and insurance claims.
- ▲ Maintain service records for all motorcycles and all-terrain vehicles.
- ▲ Managed special orders for inventory, service, and sales vehicles.
- ▲ Maintained inventory and serviced vehicles as needed.

Pathfinder Energy Services – Houston, Texas

Mechanical (Hydraulics) Technician II

June 2008 – February 2009

- ▲ Repaired and maintained hydraulics of the Pathmaker 12.25" 3D Rotary Steerable tool at the H529 facility.
- ▲ Maintained work orders in POMD, Agile, and Microsoft Office programs.
- ▲ Cross-trained in inventory control at Pathfinder's Sommermeyer manufacturing facility.
- ▲ Provided general shop maintenance such as MIG welding, metal fabrication, and commercial air-conditioning repair.
- ▲ Collaborated with QC to establish solutions to tool and/or procedural issues.
- ▲ Member of the Mission Statement committee for the H529 facility.

21st Century Productions, Inc. – Houston, Texas

Operations and Fabrications

November 2007 – August 2009

- ▲ Established and maintained good working relationships with clients and personnel in the Corporate Special Events Industry.
- ▲ Managed production event, operation, and breakdown of the Miller Lite Customer Appreciation Tents at Houston Texans and Dallas Cowboys home football games and the Houston Rodeo BBQ Cook-off.
- ▲ Fabricated and MIG-welded custom aluminum and wood structures (e.g. – equipment road-crates, polished aluminum podiums, signage).
- ▲ Supervised the setup and production of an employee appreciation concert for Brookfield Properties in downtown Houston, Texas.
- ▲ Board of Directors member at 26 years old.

Westfield by the Railroad – Houston, Texas

Assistant Manager

September 2006 – November 2007

- ⤴ Established and maintained good working relationships with customers and personnel in the food service industry.
- ⤴ Manage daily restaurant operations entailing setting up the register in the morning, making bank deposits, and assisting with the setup of the daily lunch buffet.
- ⤴ Positions while the assistant manager included: bartender, cook, and general maintenance.

Custom Colors – Nacogdoches, Texas

Installation Technician and Sales Representative

April 2005 – August 2006

- ⤴ Specialized in the installation of truck accessories such as spray-in bed liners, suspensions, Ranch-Hand bumpers, etc.
- ⤴ Acted as company sales representative by researching new products at the SEMA 2005 and 2006 events in Las Vegas, Nevada and following up on potential sale leads.
- ⤴ Promote front counter sales stimulate outside sales and install products.

Education

B.B.A. – Business Administration, Stephen F. Austin State University, Nacogdoches, TX, December 2006

Affiliations

Sigma Chi Fraternity Inc.

- ⤴ Member of the Stephen F. Austin State University, Eta Tau Chapter of Sigma Chi Fraternity Inc.
- ⤴ Positions included two terms as House Manager.
- ⤴ House Manager included the general maintenance and repairs of the fraternity property.
- ⤴ Regularly attend Eta Tau Housing Corporation meetings.

Computer Skills

Built last two personal computers as well as setup various home networks for friends and family.
Proficient in Microsoft Word, Excel, and Power Point.

Personal Accomplishments

- ⤴ Responsible for 50 percent of college expenses.
- ⤴ Acquired the position of a Level 2 Hydraulic Technician with less than a year experience.
- ⤴ Set a new record for fastest spin-up time on a 12.25” 3DRS tool at the Pathfinder Energy Services H529 facility.
- ⤴ Made Board of Directors for 21st Century Productions at 26 years old.

References

Curtis Boyd
Smith Services, *VP of Finance, Retired*
Cell: 713-203-8536

Stephen Angelone
Travelers Insurance, *Outside Claims Representative*
Cell: 214-223-6470

Jim Ramsey
21st Century Productions, *Partner*
Cell: 832-453-8785

Andrew Williams
Houston Police Dept., *Patrolman*
Cell: 832-495-8510

Ashley Bing
Counselor
Cell: 936-585-2171

Sam Cimino
Sales Consultant
Cell: 713-302-4980

Jessica Crenshaw
Anadarko Petroleum, *Measurement Specialist II*
Work: 832-636-2698, Cell: 832-257-6515

Chuck Martin
Chuck Martin CPA, *Owner and CPA*
Work: 928-759-9138, Cell: 520-831-0106

Ann Nichols
Calame Jewelers, *Partner*
Work: 214-528-2866, Cell: 214-929-8767

Dennis Mosley
Business Consultant
Cell: 713-851-9872

Chris Perry
Commercial Contractor, *Superintendent*
Cell: 214-620-4833