

**Brandon P. Bass**  
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**OBJECTIVE:** Obtain a full time job that challenges and inspires to better myself and a company that has the foresight for a mutual benefit.

**QUALIFICATIONS**

I have a strong work ethic, prompt, loyal and dependable. I have many skills, including office administration, personal computer, HVAC (certified), forklift operator (certified), tractor and bobcat operating as well .

**EDUCATION**

1988-1991 High School diploma, Alexander High School

1991-1995 (part time) AA equivalent hours, West Georgia College

**EMPLOYMENT**

2006-Present Cost plus World Market

Shipping and receiving team leader. Duties included receiving twice weekly shipments of inventory and customer service .

2005-2006 Quality control inspector Complete Truck Bodies Inc.

Inspected completed truck bodies for quality of construction prior to delivery. kept detailed records and logged every truck body completed and delivered.

2004-2005 Repair Technician, ETS Payphones Inc.

Shipping and receiving of payphones, repairing and replacing payphone components.

2002-2003 Maintenance Technician, Steven D. Bell Company, Brookvalley Apartments  
Apartment maintenance which included HVAC, electrical, plumbing, painting, carpentry, landscaping and pool maintenance.

2000-2002 Plasma/Flame Spray Technician, Pamarco Southern Inc.

Operated flame/plasma sprayer machine in the refurbishing of analog print cores , laser engraved, and diamond engraved print cores.

1997-2000 state of Georgia Telecomm 3, Department of Administrative Services

Fielding 100 to 150 calls a day from state agencies in and around metropolitan Atlanta pertaining to telecommunication problems, including voice mail , long distance, and coordinating conference calls including and up to the highest levels of state office.

**OTHER SKILLS**

Personal Computer with Windows XP OS applications

HVAC certified

Forklift operator certified basic carpentry skills and landscaping