

Holdon Viera
928-228-6729
1590 N Cluff Ranch Rd
Pima AZ 85543
viera.holdon@gmail.com

HOLDON VIERA

viera.holdon@gmail.com

November , 2020

Dear To Whom it May Concern,

Throughout my work experience I have produced business-critical analysis and insight, facilitating decisions that considerably impacted long-term organizational objectives. I am confident that my qualifications are an ideal match to the job requirements and will bring immediate value.

I exercise a methodical approach to getting a job completed. Also, I have a proven devotion, commitment, and capability for exceeding expectations. I am eager to leverage my expertise, background, and knowledge to add to your bottom line. My skills and abilities align perfectly with the qualifications required for the opening position. As you mention in your job description, a successful employee needs to be reliable, have exceptional attention to detail, and the ability to work self-directed under minimal supervision. My excellent attendance record and ability to work independently or as part of a team in a safe manner make me the best choice for the job. I am confident that my talents and qualifications will be a valuable asset to this company. My professional goals align with those of a growth-oriented and sustainable company and focus on organizational efficiency, optimal productivity, and performance precision. I am known to employ communication, critical thinking, and organization to reach personal objectives and achieve company goals.

To illustrate the scope of my career history and professional competencies, please take a moment to review my enclosed resume. I am grateful for your evaluation of my credentials and subsequent response.

Sincerely,
Holdon Viera

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Objective

Goal is to become associated with a company, utilize skills, and gain further experience while enhancing the company's productivity and reputation. Adept multi tasker with abilities to handle a number of workplace responsibilities with accuracy and efficiency

Summary of Qualifications

Wide experience in a variety of types of physical labor

High ability to follow written and oral instructions

Excellent grasp of safety guidelines for a variety of job contexts

Good oral and written communication abilities

Obtained Level 1 CADD Tech Certificate (EXP 2021)

Obtained MSHA new miner , 5023 for hazcom , LOTO , confined space, respirator training , small hand tools , and fall protection (all obtained in 2020)

Education

Eastern Arizona College - Thatcher, Arizona

August 2015 - May 2017

Obtained Level I CADD TECH CERTIFICATE

Related Courses:

- Residential and Commercial Architecture
- Fabrication Lab and Parametric Solid Mod
- Technical Drafting
- Intro to AutoCad I/II

Primavera Online High School - Chandler, Arizona

Graduated 2018

Employment History

Helper (Concrete, Dirt, Pipe , QAQC) (January 2020- Present)

Sundt

(Air Liquide LH2 Project)

Supervisor: Multiple Supervisors (Upon request)

- Assisted journeymen in variety of task on project

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- Firewatch/holewatch
- Patching concrete
- Cleaning up materials when needed
- Flagger for heavy equipment
- Rigging loads safely and properly
- Fill out and obtain proper permits needed in place
- Prepared piping for welder
- Coating pipe with epoxy paint
- Compaction of dirt (walk behind and jumping jack)
- Assisted rigging and guiding loads held by crane
- Assisted QAQC
 - Created spreadsheets needed for logs (concrete , backfill , etc.)
 - Put together turnover books for packages under supervision
 - Punch list walkthroughs
 - Created electronic files for turnover books

Helper (Mechanical and Pipe) January 2020 - June 2020)
(Rio Tinto, Rougher Flotation Replacement Project)

Supervisor: Leo Times (number upon request)

- Assisted journeymen in variety of tasks on project
- Hole watch/ Fire watch
- Assisted in guiding loads with tag line on overhead crane
- Sikaflex seals in tanks
- Secure grating on catwalk
- Helped journeymen assemble darts for tanks
- Obtained proper permits such as hot work , working at heights , confined space entry , etc
- Gathered proper tools needed for different tasks
- Assembled piping for molly , frother and copper concentration
- Coating pipe with epoxy paint

Assistant Manager (August 2018-November 2020)

CircleK

Supervisor: Nanc Schofield (number upon request)

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- Received and verified deliveries
 - Ordered proper product to maintain inventory
 - Completed daily build to with food products
 - Maintained a staff of 10 employees
 - Scheduled staff accordingly
 - Cooked and prepped product for customers
 - Completed daily audits and books
 - Changed sign changeovers and price book updates
 - Completed necessary steps for EcoSure and Health department audits
 - Worked in 4 different stores during this period helping manage and fill in
-

Stocker/Cashier (January 2018-August 2018)

Thrift Food & Drug

Supervisor: Daniel Baca (928-235-1666)

- Accept delivered packages and ensure the proper amount is inside.
 - Unload merchandise
 - Mark items with identifying codes, such as price, stock, or inventory control codes
 - Stock shelves with unpacked items
 - Work with salespeople on inventory and orders
 - Worked and designed displays
 - Cashiered as needed
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Manager (January 2017-March 2018)

Sushi King

Supervisor: Teresa Benjamin (303-704-6004)

- Opened and closed restaurant daily
- Oversaw staff
- Ordered and inventoried product needed
- Managed books for sales
- Distributed tasks out properly to employees

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References

Diane Kempton
928-322-6044

Briceson Jones
928-425-7481

Gaanon Schutte
208-280-0315