

Donnie R. McDonald
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SUMMARY

Self motivated, competent, innovative thinker looking to obtain a position in construction where my skill set and high degree of competence can be used toward bettering your organization. Possess a demonstrated ability to produce results in a fast paced and multi-team environment. Gladly embrace new opportunities that present a challenge and allows for growth and development. Possess great interpersonal skills.

WORK EXPERIENCE

JP Morgan Chase

Monroe, LA

File Operation Specialist

Dec. 2008 - March, 2009

- Managed employees in the Chase warehouse.
- Operated heavy machinery (Pallet jacks and Lifts) to move secure files.
- Searched through warehouse inventory for requested classified files and transported them to management.
- Organized inventory files.
- Participated in loading and unloading of specified files.
- Performed data processing inputting file transfer information into the system.

FINISH LINE

Monroe, LA

Stock Manager,

Oct.2006 - Nov.2008

- Managed a team of three employees in the stock room
- Verified inventory arrival and departure from the store.

- Trained new employees on working the cash register and stock room procedures.
- Maintained store fixtures and visual set up.

LANCE BECKOM CONTRACTOR

Monroe, LA

Laborer

September 2005- May 2006

Bank Project (Ouachita Independent Bank, North Monroe La.)

- Laid the sidewalk and curve for the drive through of the bank.
- Constructed the framing work for the banks inside and outside walls.
- Applied shingles and framework for the roof.

Café' Project , Monroe,La.

- Insulated fire block into the walls
- Replaced studs in walls.
- Changed out beams in the ceiling.
- Replaced bricks from outside of the café with newer bricks.
- Reframed inside windows for replacement.

Gator Farm Project ,Calhoun ,La.

- Performed Dirt work- Excavation, digging and leveling dirt to the correct level required.

VOLUNTEER WORK

May, 2006 - Aug, 2006(New Orleans)

- Helped to remodel and build two homes that were affected by Hurricane Katrina.
- Assisted in gutting out flooded homes.
- Replaced drywall and sheetrock in both homes.
- Participated in the roofing and door repairs.
- Installed insulation throughout each home.
- Rebuilt the front porch.

TRAILER HOMES REPAIR

New Orleans, LA

Assistant Trailer Repairer,

May, 2005 - Aug. 2005

- Leveled trailers to meet regulation level requirement.
- Installed and replaced bathroom and kitchen fixtures.
- Strapped trailers down and secured them to the ground.
- Ran and reconnected electrical wires throughout the trailer.
- Hung trims and minor on walls.

EDUCATION

University of Louisiana at Monroe, Monroe, LA

August 2008

Bachelor of Business Administration Degree

Major - Construction Management

CERTIFICATIONS

- 10 hr OSHA safety Card, March 2007
- Completed the Cat Lift Trucks Operator Safety Training Course, January 2009

REFERENCES

1) Lance Beckcom

Contractor of Beckcom Construction

Monroe, LA

(318) 348-8278

2) W. Wayne Brumfield

Vice President of University of Louisiana at Monroe

Division of Student of Affairs

700 University Avenue, Monroe LA 71209

(318) 342-5215

3) Dr. James E. Cofer, Sr.
President of University of Louisiana at Monroe
700 University Avenue, Monroe LA 71209-1050
(318)342-10103)

4)Demistry Worthy
Store Manager of Finish Line
Monroe LA, 1301 Pecan Land Mall
(601) 238-7471