

JARED "KEITH" JONES

Sparta, GA 31087 • (478) 251-8396 • jarkejo@gmail.com • WWW: [Online Digital Resume](#)

Professional Summary

Focused professional knowledgeable about devising innovative solutions to diverse business concerns and goals. Strategic and forward-thinking leader with self-motivated and tactical mindset. Excellent relationship-building and critical thinking skills with determined and decisive nature.

Skills

- Electrical Component Replacement
- Parts Lubrication
- Problem Detection and Resolution
- Facilities Painting and Repair
- Supply and Parts Ordering
- Hand and Power Tool Operation

Work History

Maintenance Supervisor, 08/2022 to 09/2023

Campus Advantage – Auburn, AL

- Improved equipment reliability by implementing a preventive maintenance program and scheduling routine inspections.
- Reduced downtime by quickly diagnosing and repairing issues with machinery, electrical systems, and facility infrastructure.
- Enhanced safety standards through regular staff training sessions, hazard assessments, and ensuring compliance with OSHA regulations.
- Streamlined work order processes for increased efficiency in addressing maintenance requests and tracking progress.
- Managed inventories of spare parts and tools to ensure the availability of necessary resources for timely repairs.
- Collaborated with cross-functional teams to develop budgets for maintenance projects, prioritizing tasks based on urgency and cost effectiveness.
- Supervised a team of technicians, providing guidance on complex repair tasks and fostering professional development opportunities.
- Coordinated scheduled shutdowns for major equipment overhauls, minimizing disruption to production schedules while maximizing asset longevity.

Maintenance Technician, 07/2021 to 08/2022

Campus Advantage – Milledgeville, GA

- Used problem-solving skills to alleviate issues efficiently with minimal supervision.
- Troubleshoot equipment breakdowns and performed preventive maintenance.
- Followed work orders to complete, repair or maintenance.
- Quickly responded to internal service calls regarding malfunctioning equipment and completed repairs.

- Worked quickly on emergency requests in order to minimize disruptions to operations.
- Inspected buildings, grounds and equipment for unsafe or malfunctioning conditions.

Screen Print Operator, 02/2021 to 08/2021

Print & Signs Solutions – Milledgeville, GA

- Inspected completed work for adherence to very strict guidelines and highest quality standards.
- Provided owner with daily status report on all job tasks and workers' duties.
- Held or positioned spray guns to direct spray onto articles.
- Executed work orders for painting team as part of larger project schedule.
- Custom mixed colors to match customers' desired color.

Car Salesperson, 11/2018 to 10/2019

Jimmy Britt CDJR Of Dublin – Dublin, GA

- Closed sales by overcoming objections, asking for sales, negotiating price and completing purchase contracts,
- Negotiated purchase prices and explained sales, warranty and optional products.
- Qualified buyers by matching requirements and interests to various car or truck models and discussing finance options.
- Answered telephone and email inquiries from potential customers.

Education

High School Diploma: 06/1991

Osceola High School - Kissimmee, FL