

RON S. JONES

CELL [REDACTED] [REDACTED]@GMAIL.COM

Dear Mrs. Mendoza,

I am responding to the advertisement placed for the Management Information System (MIS) Director position. As a professional and experienced MIS Director I have the technical background and managerial skills necessary to bring success to your company.

In my previous capacity as MIS Director, I managed the technological infrastructure supporting six geographical locations and more than 70 team members. I am an expert at prioritizing company needs and developing policies & budgets that allow corporate technology to sustain itself. In addition, my extensive experience in maintaining and growing technology for critical departments in an organization makes me the ideal candidate for the MIS Director position at CareerSource Florida Crown.

Please feel free to call me at anytime to discuss my qualifications and arrange a personal meeting that fits your schedule.

Sincerely,

Ron S Jones

APPLICATION FOR EMPLOYMENT

Personal Contact Information

Last Name: JONES	First Name: RONALD	MI: S
Address: [REDACTED]		
City: [REDACTED]	State: [REDACTED]	Zip Code: [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Availability Information

<p align="center">Shifts you are willing to work</p> <p><input type="checkbox"/> Day Shift</p> <p><input type="checkbox"/> Evening/Swing Shift</p> <p><input type="checkbox"/> Night/Graveyard Shift</p> <p><input type="checkbox"/> Rotating Shift</p> <p><input type="checkbox"/> Split Shift</p>	<p align="center">Days available to work</p> <p><input type="checkbox"/> Sunday</p> <p><input type="checkbox"/> Monday</p> <p><input type="checkbox"/> Tuesday</p> <p><input type="checkbox"/> Wednesday</p> <p><input type="checkbox"/> Thursday</p> <p><input type="checkbox"/> Friday</p> <p><input type="checkbox"/> Saturday</p>
<p align="center">Full-Time or Part-Time</p> <p><input type="checkbox"/> Full Time (30 Hours or More)</p> <p><input type="checkbox"/> Part Time (Less than 30 Hours)</p> <p><input type="checkbox"/> Full or Part Time</p> <p><input type="checkbox"/> Information Not Provided</p>	<p align="center">Employment Type</p> <p><input type="checkbox"/> Regular</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Seasonal</p> <p><input type="checkbox"/> Contract</p> <p><input type="checkbox"/> Volunteer</p> <p><input type="checkbox"/> Internship</p> <p><input type="checkbox"/> Apprenticeship</p> <p><input type="checkbox"/> On the Job Training</p>
<p>Availability Information Comments:</p>	

Educational Background Information

<i>Highest Grade Completed</i>	<i>Master's Degree</i>	
<i>Name of School</i>	<i>Course of Study</i>	<i>Degree</i>
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

List any other qualifications such as special skills, abilities, equipment which should be considered

Abilities	
Honors	
Additional Information	

Military Background Information

Are you a veteran?

Drivers License Information

Do you have a valid Drivers License?

Drivers License Type

Issuing State

Endorsement(s)

- H - CDL - Hazardous Materials
- CDL - ICC Physical
- K - CDL - No Operator of airbrakes
- N - CDL - Tankers
- P - CDL - Passenger Bus
- S - CDL - School Bus
- T - CDL - Double / Triple Trailers
- X - CDL - Combo-Tanker/Hazardous

Employment History

Most Recent Employer

Employer Name: [REDACTED]

Job Title: [REDACTED]

Start Date: [REDACTED]

End Date:

Reason for leaving: [REDACTED]

Salary: [REDACTED]

Salary Based upon: [REDACTED]

Job Duties:

- Plan, budget and oversee all investment properties.
- Negotiate pricing with all vendors: Real Estate Brokers, Material Suppliers, etc.
- Delegate project tasks to team members based upon their skill sets and experience level.
- Develop comprehensive project plans to be shared with customers and team members.

2nd Most Recent Employer

Employer Name: [REDACTED]

Job Title: [REDACTED]

Start Date: [REDACTED]

End Date: [REDACTED]

Reason for leaving: [REDACTED]

Salary: [REDACTED]

Salary Based upon: [REDACTED]

Job Duties:	<ul style="list-style-type: none"> • Designed, managed and supported all network infrastructure. • Lead Team member in designing and deploying [REDACTED] Joists Plant, Deck Plant and Office Building. • Deployed [REDACTED] VoIP system while staying under budget by [REDACTED] • Supported [REDACTED] clients from all departments: Engineering, Shipping, Finances, Sales and Production. • Consulted with staff, management and vendors to determine support needs, new project initiatives and requirements. • Designed and deployed quality control tracking systems using [REDACTED] also tracking costs. • Project Leader of programming team who developed proprietary software using C#, VB.net and Delphi. • Developed and deployed all Sarbanes Oxley process for the IT Department. • Overseen Customer Relations, Quality Controls and Logistics at the most progressive joists and deck manufacturing plant in the United States. • Responsible for logistic team who maintained [REDACTED] days without any recordable safety desecrations. • Generated [REDACTED] million transportation saving in 2015 and [REDACTED] million for the past four years. • Planned, scheduled production workload resulting in no production downtime for [REDACTED] consecutive fabrication weeks. A production down day was equal to [REDACTED] n lost SG&A. • Obtained [REDACTED] in customer change orders; best pickup company-wide in 2012. • Negotiated backcharges with steel fabricators and general contractors; keeping costs below \$ [REDACTED] per year which met and/or exceeded forecast. • Managed [REDACTED] employees and responsible for the hiring and disciplinary process. • Responsible for hiring and developing office and operations teams at three locations: Fallon, NV; Hope, AR and Memphis, TN. • Developed a quality control process that benefited one of our largest customers: [REDACTED]
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3rd Most Recent Employer	
Employer Name:	[REDACTED]
Job Title:	[REDACTED]
Start Date:	[REDACTED]
End Date:	[REDACTED]
Reason for leaving:	[REDACTED]
Salary:	[REDACTED]
Salary Based upon:	[REDACTED]
Job Duties:	<ul style="list-style-type: none"> • Maintained, supported and purchased IT equipment in four counties with over [REDACTED] end users. • Received commendation by [REDACTED] for designing and implementing

inventory system during annual

audit in 2003; named [REDACTED] employee of the year in 2003.

- Deployed [REDACTED] VoIP system while upgrading network backbone resulting in [REDACTED] saving with [REDACTED] service agreement.
- Coordinated all regional computer-based training for over [REDACTED] employees.
- Conducted analysis and deployed action plan for policy affecting employee use of company network, data backup and recovery policy and security risk assessment policies.

4th Most Recent Employer

Employer Name: [REDACTED]

Job Title: [REDACTED]

Start Date: [REDACTED]

End Date: [REDACTED]

Reason for leaving: [REDACTED]

Salary: [REDACTED]

Salary Based upon: [REDACTED]

Job Duties: [REDACTED]

Signature of Applicant:

Date: 4/23/2017

RON S. JONES

CELL [REDACTED] | [REDACTED]@GMAIL.COM

PROFESSIONAL PROFILE

12 years supervisory experience in Operational, Logistical and Manufacturing Environment. Excellent people management skills and effectively communicate with all stakeholders. Several years of customer relations experience collaborating with key customers and business partners to define strategic direction. Consistently recognized for planning, initiating, and implementing activities to enhance the organization's goals. Over 15 years of experience in project management. Analyze impact of budgetary decisions for senior management and recommend allocation of resources based on proposed costs and expenses. Accomplished in evaluating impact of business needs on projects, conduct feasibility analysis, identify solutions and present viable recommendations to senior management.

PROFESSIONAL ACCOMPLISHMENTS

- Lead team member in four joists and deck start-up plants (Florida, Nevada, Arkansas & Tennessee); All plants were profitable in less than 18 months.
- Overseen a [REDACTED] startup plant with no loss time incidents. Both Joist & Deck plants and Administrative Offices was commissioned [REDACTED] months after breaking ground.
- Named best interviewer among peers after interviewing over [REDACTED] applicants for job placement in operations and administration. Each plant operated with [REDACTED] employees.

PROFESSIONAL EXPERIENCE

[REDACTED]

[REDACTED]

- Plan, budget and oversee all investment properties.
- Negotiate pricing with all vendors: Real Estate Brokers, Material Suppliers, etc.
- Delegate project tasks to team members based upon their skill sets and experience level.
- Develop comprehensive project plans to be shared with customers and team members.

[REDACTED]

[REDACTED]

[REDACTED]

- Designed, managed and supported all network infrastructure.
- Lead Team member in designing and deploying [REDACTED] Joists Plant, Deck Plant and Office Building.
- Deployed [REDACTED] VoIP system while staying under budget by [REDACTED]
- Supported [REDACTED] clients from all departments: Engineering, Shipping, Finances, Sales and Production.
- Consulted with staff, management and vendors to determine support needs, new project initiatives and requirements.
- Designed and deployed quality control tracking systems using [REDACTED] also tracking costs.
- Project Leader of programming team who developed proprietary software using C#, VB.net and Delphi.

- Developed and deployed all Sarbanes Oxley process for the IT Department.
- Overseen Customer Relations, Quality Controls and Logistics at the most progressive joists and deck manufacturing plant in the United States.
- Responsible for logistic team who maintained [REDACTED] without any recordable safety desecrations.
- Generated [REDACTED] transportation saving in 2015 and [REDACTED] for the past four years.
- Planned, scheduled production workload resulting in no production downtime for [REDACTED] consecutive fabrication weeks. A production down day was equal to [REDACTED] in lost SG&A.
- Obtained [REDACTED] in customer change orders; best pickup company-wide in 2012.
- Negotiated backcharges with steel fabricators and general contractors; keeping costs below [REDACTED] per year which met and/or exceeded forecast.
- Managed [REDACTED] employees and responsible for the hiring and disciplinary process.
- Responsible for hiring and developing office and operations teams at three locations: Fallon, NV; Hope, AR and Memphis, TN.
- Developed a quality control process that benefited one of our largest customers: [REDACTED]

[REDACTED]

- Maintained, supported and purchased IT equipment in four counties with over [REDACTED] end users.
- Received commendation by [REDACTED] for designing and implementing inventory system during annual audit in 2003; named [REDACTED] of the year in 2003.
- Deployed [REDACTED] VoIP system while upgrading network backbone resulting in [REDACTED] saving with [REDACTED] service agreement.
- Coordinated all regional computer-based training for over [REDACTED] employees.
- Conducted analysis and deployed action plan for policy affecting employee use of company network, data backup and recovery policy and security risk assessment policies.

[REDACTED]

- Maintained and support electronic warfare jamming devices for Composite Air Combat Wing: fighter jets, cargo planes and helicopters.

AFFILIATIONS

[REDACTED]

EDUCATION & PROFESSIONAL DEVELOPMENT

[REDACTED]