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4587 ORIENT STREET  
BAYONNE, NEW JERSEY 07562  
201/ 486-5875

# JOHN J. JAYSON

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## *SUMMARY*

- *Experienced machinist seeking position that can utilize knowledge and skills.*
- *Inherent mechanical aptitude with qualified academic and apprenticed training.*
- *Practical background in machine shop and sheet metal fields.*
- *Demonstrated administrative talents; familiarity with personal computers.*
- *Capable negotiator with competent communication skills.*
- *Established record of proficiency, leadership, organizational and problem-solving know-how.*
- *Strong human relations skills with proven ability to accept assignments and deliver desired and effective results.*

## *EXPERIENCE*

### **Sheet Metal Apprentice**

*August 1997 to present*

MAX GURTMAN & SONS • CLIFTON, NJ

Currently serve in a five year apprenticeship towards becoming a sheet metal journeyman in this company that manufactures a wide variety of ductwork and gutters. Operate all related sheet metal equipment such as brakes, shears, and hand tools. Perform layout and assembly.

### **Lathe Operator**

*November 1977 to August 1997*

STANDARD BRONZE COMPANY • BAYONNE, NJ

Served as a lathe operator in this company that manufactured ornamental products and swimming pool accessories. Set up and operated a variety of machine shop equipment, including: Warner & Swasey and Gisholt turret lathes, South Bend engine lathe, Brown & Sharp milling machine, Warner & Swasey tapping and threading machine, Walker Turner and Burgmaster drill presses. Additionally utilized belt sanders, bandsaws, and a variety of hand tools and measuring instruments. Interpreted and worked from blueprints. Participated in product development, making tools, jigs, and fixtures. Assembled and inspected finished castings. Worked with bronze, brass, magnesium, aluminum, stainless steel, and cold rolled steel.

Occasionally served as leadman, supervising as many as six other employees in machining and finishing of castings. Controlled inventory and ensured that all orders were correctly filled and shipped.

## *CIVILIAN EDUCATION*

### **Diploma: Vocational/Technical**

*1977*

BAYONNE HIGH SCHOOL • BAYONNE, NJ

## *CIVILIAN OTHER EDUCATION*

*Keyboarding*

*Word-processing*

*WordPerfect/Windows 6.1*

*Introduction to Macintosh*

BAYONNE ADULT EDUCATION COURSES • BAYONNE, NJ

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## *MILITARY HISTORY AND EXPERIENCE*

### **Company First Sergeant**

*1977 to present*

US MARINE CORPS RESERVE

Served in the US Marine Corps Reserve since 1977 in various capacities, including machine gun team leader, assault section leader, weapons platoon sergeant, company gunnery sergeant, company first sergeant, and training-staff non-commissioned officer. Handled numerous military as well as administrative responsibilities, from supervising a 50 man platoon, to logistical support of a company of 150 marines, and planning of special social events for as many as 300 marines and guests.

## *MILITARY AWARDS*

- GENERAL CLIFTON B. CATES AWARD FOR OUTSTANDING INFANTRY UNIT IN THE FOURTH MARINE DIVISION, JULY 1986
- MERITORIOUS MAST FOR SUPERIOR PERFORMANCE DURING ANNUAL TRAINING DUTY AT FORT SHERMAN, PANAMA
- ORGANIZED RESERVE MEDAL, 1987, 1991, AND 1995
- NAVY ACHIEVEMENT MEDAL, SUPERIOR PERFORMANCE AS WEAPONS PLATOON SERGEANT AND COMPANY GUNNERY SERGEANT, 1993
- NATIONAL DEFENSE SERVICE MEDAL, MERITORIOUS UNIT CITATION, 1991 OPERATION DESERT SHIELD/DESERT STORM
- NOMINATED FOR ANNUAL OUTSTANDING STAFF NON-COMMISSIONED OFFICER AWARD, 1993

## *MILITARY EDUCATION*

*Non-commission Officers School, Parris Island, SC*

*Primary Marksmanship Instructor School, Quantico, VA*

*Career Course for Staff Non-commission Officers Academy, Quantico, VA*

*Ground Operations Specialist Course, Coronado, CA*

*Staff NCO Academy Advanced Course, Camp Clark, MO*

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*References available upon request*