

Phillip DeBord
632 Wilson St.
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(831) 422-2815
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Please consider this letter of introduction as an expression of my interest in exploring employment opportunities with your organization. I have a demonstrated track record of providing systematic standards of performance, entrepreneurial spirit, and outstanding leadership while working with diverse personalities within various and unique business settings.

With over 20 years of solid business experience, I have a background that encompasses quality assurance, operations, finance, sales, marketing, and administration. Among peers throughout the business community, I am well known for my creativity, self-motivation, and sincere approach to getting the job done. I would like to utilize these qualifications to enhance your organization's goals and objectives.

In addition to the above credentials, my written and verbal communication skills are excellent. I am a forward thinker with a leadership style that focuses on coaching, team building, and empowering others. Given the combination of these factors, I am confident I would quickly be valued as a vital member to your organization.

I will work hard to achieve bottom-line results and look forward to discussing how I can contribute to your company's future success. In the interim, thank you for your consideration, attention, and forthcoming response.

Sincerely,

Phillip DeBord

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A highly competent and results-driven Business Professional with over 20 years of successful experience in operations, sales/marketing, administration, and finance. Proven record providing high-level, systematic standards of performance by building, managing, and leading productive teams within quality control/inspection, manufacturing, and non-profit service/product organizations. Outstanding analytical and organizational skills with ability to identify, research, analyze, and resolve complex problems through well-developed listening skills and entrepreneurial spirit. Expertise includes:

- * Strategic Planning
- * Financial Forecasting/Budget Allocation
- * Sales / Marketing
- * Quality Assurance/Management
- * Contract Negotiations
- * Key Account Management
- * Packaging/Warehousing
- * Labor / Manpower Planning
- * Recruitment, Training,/Development
- * Critical Problem Resolution

Professional Experience:

Envirogen Technologies
Rancho Cucamonga, Ca.
Field Service Technician

2014 - 2016

- Operate and maintain ion exchange filtration units on California Water Service Company's wells.
- sampling and testing of water
- trouble shooting and repairs
- documentation and reports
- customer service and training

Falcon Trading Co. - Watsonville, Ca. 2010 - 2014

Q.A. Tech

Inspection, grading and documentation of plant products, processes and methods from raw to finished product

Mann Packing - Salinas, Ca. 2005 - 2009

Quality Assurance Supervisor:

- * Auditing of Production Operations & Paperwork
- * Pest Control Program
- * Managing QA Techs & Training
- * Sanitation
- * Food Safety
- * Other Duties

Q.A. Tech III 2005 - 2005

Inspection, grading and documentation of plant products, processes and methods from raw to finished product.

BASIC VEGETABLE PRODUCTS - King City, CA 1998 - 2004

WASTE WATER OPERATOR

Handle all operation and maintenance functions of a plant water/by-products including water wells and intake water distribution systems. Oversee the maintenance and repair of water/by-products separation and disposal systems, Dissolved Air Floatation Systems (DAF), de-water, and settable solid waste systems. Manage and maintain lift/chemical, feed/vacuum pumps, chlorinators, boilers, and cooling towers. Supervise chemicals, receiving, movement, handling use, and recycling.

- * Prepare and maintain daily and hourly system logs while performing chemical drawdown.
- * Collect water samples and conduct analysis to determine element breakdown and quality results for city water systems.

- * Troubleshoot department operation flaws and develop/implement effective changes and/or repairs.
- * Mentor employees during training and development period.

ST. VINCENT DePaul THRIFT STORE - Salinas, CA 1995-1997

STORE MANAGER

Directed daily operations for major not-for-profit charitable organization including distribution, marketing, shipping/receiving, security/loss prevention, public relations, administration, and human resources.

- * Oversaw monthly and annual revenue goals and conducted P/L analysis while providing guidance and support to store personnel to ensure adherence to short and long-term plans.
- * Recruited and trained store personnel, enforced company policies, and oversaw working hours/manpower planning.
- * Managed cash handling, banking, loss prevention, safety, merchandising, and reviewed donated goods.

QUALITY FIRST CONSULTANTS - Salinas, CA 1990-1995

DIRECTOR/OPERATOR

Oversaw entire operations of quality control inspection service. Acquired significant experience in quality assurance, management, and consulting by obtaining contracts with organizations of various magnitudes and different products.

- * Performed all aspects of inspection, grading, and documentation of

flat pack lettuce and specialty items/mixes.

* Ensured appropriate packaging, handling, and shipping practices.

Education:

SOUTH MONTEREY COUNTY FIRE PROTECTION DISTRICT

Volunteer Firefighter - Company 86 Station 2

CPR - Certification

EMS First Responder - Certification

EMT - Certification

Highway Safety Training - Certification

Utility Emergencies Response - Certification

WMD Response 01 - Certification

Class B firefighter drivers license - (Air Brakes & Tanker endorsement)

MONTEREY INSTITUTE OF TOUCH - Carmel Valley, CA

Certification, Massage Therapy; Reiki Master/Teacher

U.C. Davis /SAN FRANCISCO COLLEGE OF MORTUARY SCIENCE - San Francisco, CA

Bachelor of Science, Biology

HARTNELL COLLEGE - Salinas, CA

Associate of Science, Biology