

**SHAYNE KNIGHT**

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To Whom It May Concern,

I hope this letter finds you well. I am writing to express my keen interest in pursuing an apprenticeship opportunity with your company as a millwright. My passion for the field has been a lifelong pursuit. I am eager to further develop my technical skills and knowledge through an apprenticeship and contribute to your team while learning under your guidance.

I consider myself an able-bodied, hardworking, dedicated, and disciplined individual. Learning has always been a source of inspiration for me and I welcome challenges as opportunities for optimal growth and success.

In my current role, I have gained valuable experience that I believe will be beneficial in an apprenticeship. I am proficient in reading blueprints, operating various machines with confidence, troubleshooting issues with designs and machinery, and effectively communicating both verbally and in writing. Additionally, in my time here, I have gained experience in disassembly and repair of various types of tools and equipment. As the Foreman of this area of the shop, I work with heavy-duty mechanics as well as auto mechanics and procure parts for their repairs. I feel I would be a strong candidate if given the opportunity to train hands-on and learn from an experienced tradesperson.

I am confident that my commitment to excellence, coupled with my practical experience, makes me a strong candidate for this role. I am excited about the possibility of advancing to the next step in the application process and contributing to the success of your company as a mature apprentice.

Thank you for your time and consideration,

*Shayne Knight*

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### **OBJECTIVE**

To secure a Millwright Apprenticeship position where I can leverage my passion for the field, combined with my dedication to hard work and disciplined approach. I am eager to advance my technical skills and committed to achieving optimal growth and success in the dynamic environment of the Millwright profession.

### **EDUCATION AND TRAINING**

- Lambton-Kent Composite Highschool School Graduate
- RCC Institute of Technology Academy of Design - Electrical engineering (minor post-secondary)
- Certificate of Military Achievement AIOY- Basic Military Qualification Course
- Introduction to GBA+
- Hateful Conduct Interim
- OP Honour Bystander Intervention

### **SUMMARY OF QUALIFICATIONS**

- Hard working
- Willing to learn
- Work well independently or in a team setting
- Positive attitude
- Pressure Resilience
- Detail-Oriented
- Computer literacy
- First aid certified level C+ AED- Perri-Med
- Working at Heights Certificate
- Confined Space Training
- Leadership

### **WORK EXPERIENCE**

#### **St. Clair Mechanical Inc 2022 - Present**

- Tool Crib Operator (Foreman)
  - Distribution and meticulous maintenance of tools, ensuring their optimal functionality and availability for various tasks.
  - Diagnose and repair a diverse range of tools and equipment, including pumps, hydraulic jacks, rotary tools, basic electrical systems, pipe cutting machines, gearbox's and various small equipment and tools.
  - Diagnose and repair chain and belt conveyor systems, ensuring seamless operation and minimizing disruptions to workflow.
  - Responsible for handling material release forms, maintaining accurate records for procurement, replacement parts, and consumables to facilitate efficient workflow.
  - Distribute tasks among team members, leveraging strong organizational and leadership skills to optimize collective productivity.

- Successfully manage and maintain accurate time records for the team by diligently completing timesheets on a regular basis.

#### OSP Contractors Inc April 2022 - October 2022

- Concrete and Asphalt Labourer and Team leader
  - Led a team in landscape/construction jobs, demonstrating effective team management skills.
  - Responsible for the organization and maintenance of the tool crib, ensuring tools were readily available and in optimal condition.
  - Contributed to line painting and parking lot painting projects, showcasing attention to detail and precision in executing tasks.
  - Introduced and implemented 6S initiatives, enhancing workplace organization, efficiency, and safety.
  - Attained certification in Working at Heights, demonstrating commitment to safety protocols and compliance.
  - Completed Confined Space Training, highlighting readiness and competence in addressing confined space work requirements.

#### Lambton Convenor February 2014 – April 2022

- Production Supervisor 2016- April 2022
  - Distribute instruction for production
  - Implement safe work procedures
  - Organize and monitor work orders
  - Order and track materials
  - Supervise quality of product
  - Troubleshoot equipment
- General Labourer 2014- 2016
  - Operated equipment (CNC turrets, CNC fibre laser, brake press, and various in house machines)
  - Experienced MIG welder and fabrication (7 years of experience)
  - Forklift operation (Up to 30000 lbs lifts)
  - Overhead crane

#### Canadian Armed Forces January 2020 – December 2021

- Reservist
  - Learn and develop skills as an infantry soldier.
  - Qualifications in different weapon systems
  - Navigation and map/blueprint experience
  - Perform under stressful conditions and environments
  - Operational, trained and ready to answer the call of duty
  - CAF presence and community connection
  - Citizenship, displaying leadership and commitment to country

StillWater Contracting 2011 - 2013

- Variety of construction jobs including:
  - Framing
  - Siding
  - Roofing
  - Flooring
  - Trim and doors
  - Window installation
  - Duct work

REFERENCES AVAILABLE UPON REQUEST