Hiring Manager

TurtleBack Trailers

580 North 54TH Street, Suite 5, Chandler, AZ 85226

Dear Hiring Manager,

I am applying for the shop assistant/assembler position that is posted on your site. I came across your company by chance a few months ago while out running errands and was drawn to the built rigs parked out front. My family and I stopped into the shop and were blown away with the quality of products you build and the friendliness of the employees. Instantly upon seeing this listing, I know I could be a great asset to your existing team. I am currently ending my eight years of military service and would love the opportunity to broaden my experience by working with a leading company in an industry that I am passionate about while providing valuable assistance to your production team.

My broad experiences within government agencies, automotive manufacturing, and agriculture will collectively make me a well-rounded and multi-talented addition to your upcoming projects as I provide dynamic skills for maximum efficiency while promoting a safety culture.

Some highlights of my career and skills include:

* Excelled in positions of maintenance manager, equipment innovation and design, industrial maintenance technician, assembly team member, and heavy equipment operator.
* Highly detailed, multi-faceted problem solver who is proficient in pneumatics, hydraulics, electrical, and mechanical systems.
* Thrives at elaborate work requiring blueprints, step-by-step adherence, and referencing service manuals.
* American Welding Society certified in four welding processes, oxyacetylene cutting, and proficient with hand and power tools.
* Proven leader who achieves results and has been entrusted to design, oversee, and maintain $4M worth of diving life support equipment and supporting systems.

Above all, I am passionate about the outdoors, exploration, and building community. During my free time I tinker around on my Jeeps and continually look for my family’s next adventure. If given the chance, I will prove to be a dependable, loyal employee who will share your excitement on upcoming innovations. I look forward to scheduling an interview with you to further discuss my qualifications and to learn more about your company.

Attached is a copy of my resume which will further elaborate my previous work history and key skills that will be of value to TurtleBack Trailers. I am available any time via email or phone to provide additional information or answer questions that you may have. I greatly appreciate your time and consideration for the shop assistant/assembler position.

Sincerely,

Dakota J. Lee

Enclosure: Resume

**PROFESSIONAL EXPERIENCE**

**DEFENSE POW/MIA ACCOUNTING AGENCY,** Department of Defense  **Honolulu, HI**

**Underwater Recovery Team Diving Supervisor 2020 – Present**

* Plans, coordinates, and executes multiple, simultaneous humanitarian missions worldwide ($12M+ budget) to recover missing American personnel to their families from World War II, the Korean War, the Cold War, and the Vietnam War.
* Facilitates safe diving and underwater excavation within cross-functional teams composed of experts in forensic archeology and anthropology, explosive ordnance disposal, telecommunication, mountaineering, diving, medicine, mortuary, and public affairs.
* Executed an inland and offshore investigation mission to Guam verifying potential sites of missing WWII era aviators.
* Constructed two multi-purpose workstations, dredge pump framing, and transport containers for deployment to Guam and Vietnam.
* *Ranked #1 of 8 peers in Army Engineer Diving Supervisor, Advanced Leaders Course (3-month course) in 2020****.***

**Underwater Recovery Team Member | Equipment Manager 2019– 2020**

* Responsible for accountability and inventory of $425,000 worth of diving and specialized underwater excavation equipment.
* Coordinates and facilitates maintenance, repair, replacement, and product acquisition of underwater recovery equipment.
* Creates and validates equipment manifests and load plans for worldwide deployment of agency assets.
* Creates and leads joint, multi-unit training events to enable excavation proficiency and enhance safety.
* *Represented the Defense POW/MIA Accounting Agency as a professional ambassador supporting honorable carry of 20 remains, unknown disinterment, as honorary Bell Ringer of America’s Freedom Bell, and addressing 2,000 family members at convention.*

**UNITED STATES ARMY Fort Eustis, VA**

**Engineer Diving Detachment Maintenance Program Manager | HAZMAT Certifier | Public Affairs 2017 – 2019**

* Designed and managed a $6M maintenance program while leading procurement and sustainment of specialized diving equipment resulting in a 98% readiness rate (U.S. Army standard is 80%).
* Executed over 12,670 minutes of diving operations, inspection, and construction at the Mosul Dam, saving the US Army Corps of Engineers and the Iraqi Ministry of Interior an estimated $6M in construction costs.
* Certified 36 international and domestic shipments of hazardous materials for land, maritime, and air transportation.
* Deployed to Kuwait, Iraq, and the United Arab Emiratesexecuting high-risk diving, hydrographic and side scan survey, underwater demolition, construction and salvage, and supported Anti-Terrorism/Force Protection missions.
* Trained 7 Kuwaiti Ministry of the Interior, Coast Guard Divers during a multinational exercise focused on surface and underwater shielded metal arc welding, hydraulic construction tool proficiency and surface supplied diving while communicating via translator.
* Planned, developed, and oversaw media coverage and published articles covering 15 joint operations throughout the Middle East.

**Salvage Diver | Engineer Diver 2015 – 2017**

* Executed remotely operated vehicle and diving inspections to locate derelict fishing gear supporting the National Oceanic and Atmospheric Administration in Tacoma’s Puget Sound.
* Demonstrated expert knowledge in engineer diving principles and techniques through oral and practical exam passing with 99%.
* Performed rescue measures and advanced life support to resuscitate a near drowning victim during aquatic training.
* Ranked #1 of 7 peers. Selected as Honor Graduate for the Joint Second-Class Diver Course (8-month course).

**Toyota Motor Manufacturing Indiana Princeton, IN**

**Industrial Maintenance Technician | Production Team Member 2014 – 2015**

* Conducted troubleshooting and maintenance on autonomous robots, hydraulic, pneumatic, electrical, and mechanical systems.
* Promoted a safety culture by following lock out tag out procedures while adhering to safety protocols.
* Rotated through nine workstations in the welding department’s production line.

**Ison Farms Otwell, IN**

**Heavy Equipment Operator | Farm Hand 2013 – 2014**

* Operated agricultural equipment to include: UTV, service and grain trucks, large tractor with trailers, excavator, and bulldozer.
* Conducted preventative and routine repair and maintenance on equipment, facilities, and installed fences.
* Assisted in all aspects of farming throughout various phases of operation from planting to harvest.
* Performed physically intensive work with long hours dependent on getting the job finished.

**EDUCATION**

**Embry-Riddle Aeronautical University Daytona, FL**

**Bachelor of Science in Aeronautics (52 Credits Achieved) 2017- 2022**

**ADDITIONAL**

* **Soft Skills:** Microsoft Suite: Word, Excel, PowerPoint, Access, Teams; Product Innovation; Troubleshooting; First Aid; Leadership
* **Certifications:** American Welding Society (AWS) Entry Level Welder – SMAW, GMAW, GTAW; Joint Diving Engineer Course; Army 1st Class Diving Supervisor; (SCI) Security Clearance, Hazardous Materials Shipment Certifier
* **Interests:** Enjoying the outdoors with my family. Avid hiker, coffee addict, and “Jeeper”. Passionate about learning and travel.