

# Jerry B Nettrouer II

Organizational Development and Founding,  
Environment Health and Safety,  
& Information Technologies

# Jerry B Nettrouer II

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**My Objective** for any origination, is to pursue excellence, in any task I undertake. I build upon my personal success, and learning, while combining my skills and experience, to be a valuable resource to further the goals and agendas of the organization that I may serve.

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## Summary of Experience

### Executive Experience

Founding a non profit organization, developed all the organizations founding documentation, filled out government forms and applications, administrating projects, resources, and personnel. [www.inpito.org](http://www.inpito.org)

### Environmental Heath & Safety Experience

First Aid, Safety Onboarding, OSHA and IOSHA Compliance, Filed Workers Compensation Claims & Reports, Investigated Incidents, Handled Safety Concerns, Resolved Safety Issues, Incident recordkeeping.

### Multimedia Experience

Produced, Directed, Edited, Voiced, and utilised safety videos, DVD, VCD, and Internet video creation, DVD, & CD's additional menu and subtitles. Digital CD-A Creation, Data Input, and Digital Photo Renovation.

### Computer Systems

Custom Computer Design & Construction, Operating System Installation & Configuration, Computer Troubleshooting, Repair, and Consulting.

### Programming Experience

Program Logic Engineering, Program Coding in C, C++, Basic, Visual Basic, PHP, Reverse Software Engineering, and Beta Software Testing.

### Network Experience

Ethernet, and Wireless Networking Configuration, and Administration, in Windows, Linux, Novell, and Macintosh. Installation and Configuration of Internet Services, FTP, E-Mail, DNS, HTTP, SSH, RAS, SMB, Firewall, MySQL and Webmin.

### Human Relation Experience

Cashier & Customer Information Support, Customer Interviewing for Data Entry, Customer Consulting & Support for Produce Purchases. Data Entry for Computerized Purchase Payments. Postcard, Newsletter, and Flyer creation.

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## Additional Education

### American Red Cross Ceritfied

First Aid / CPR / AED Certified

Certified Date: 05/30/2019  
Expires On: 05/31/2021

### OSHA General Industry Safety

Nationally Recognized OSHA General Industry Safety Training

Graduation Date: 11/29/2017

### National Association of Nouthetic Counselors

NANC Course in Biblical Counseling

Graduation Date: 05/01/2012

### General Motors Network Certified

GM recognized Certified Internet Manager & Internet Service Manager

Certified Date: 11/19/2010

### ITT Technical Institution

Full time course in Computer Networking Systems Technologies

Full time course in Electronics and Communication Engineering

Associates On: 3/16/2002

C.N.S.T. G.P.A.- 2.76

E.C.E. G.P.A. - 3.92

### H & R Block Course

H&R Block Certification in Basic Tax Calculation and Preparation

Certified Date: 11/23/1998

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## Personal References

|                       |        |                          |            |              |
|-----------------------|--------|--------------------------|------------|--------------|
| <b>Craig Turner</b>   | Friend | Freight Dispatcher       | 20+ Years. | 574-930-6197 |
| <b>Carin Edelman</b>  | Friend | Photographer             | 20+ Years  | 574-298-4922 |
| <b>Lonnie Nicholl</b> | Friend | C.A.D. Engineer / Pastor | 20+ Years  | 574-936-3093 |

# Environmental Health & Safety

Bremen Castings, Inc.

Full Time in 2017 to 2020

[www.bcisolutions.com](http://www.bcisolutions.com)

## Responsibilities and Duties

### Onboarding:

- Development of general safety onboarding presentation, in english and spanish.
- Training for new employee(s) and rehires when gone for over a month.
- Departmental specific safety training and area PPE education and usage.
- Update the slide show presentation with information changes and improvements.
- Update training documents to stay current with policies and systems.
- Searched, added, and edited, new and existing safety media and educational materials.
- Developed new strategies for safety training of employees for various departments.

### Lock Out Tag Out:

- Development of loto training presentation, in english and spanish.
- Lock out tag out training, testings, recordkeeping, and annual observation of employees.
- Updated and authored loto instructions for all machinery requiring loto instructions.
- Marked and identified new and recycled sets of locks for employee assignement and re-assignment.
- Destroyed loto locks when needed, and when employees could not return keys upon termination.
- Updated and maintain lock records to ensure proper lock to employee identification.
- Ensured employees and contractors were following proper loto procedures while on site.

### Forklift:

- Development of forklift training presentation, in english and spanish.
- Both classroom and drive training of sit-down, and stand-up forklifts, skid-steer, and powered handcars.
- Update and maintain records of employees on training, and expiration dates.
- Managed the "Keytroller" database for millroom forklifts, that had been equipped with crash detection device.
- Reviewed daily forklift inspections sheets and submit work orders to maintenance as needed.

### Confined Space:

- Development of confined space training presentation, and tests.
- Confined Space training and re-training for all employees that require it.
- Reviewing and recordkeeping of all Confined Space permits.
- Calibration and bump testing of atmosphere monitors devices, and all confined space devices.
- Auditing of "Attendant" employee's activities during confined space duties.

### Arc Flash (Electrical Safety):

- Development of Arc Flash training presentation, and tests, and live energy work permit.
- Arc Flash training and re-training for all employees that require it.
- Reviewing and recordkeeping of all Arc Flash trained employees.
- Audited, inspected, and ordered Arc Flash insulated PPE and coverings.
- Audited certified employees live energy work practices.

### Aerial Lift Equipment:

- Development of Aerial/Scissor lift training presentation, and classroom and driving test.
- Aerial/Scissor lift training and re-training for all employees that require it.
- Reviewing and recordkeeping of all Aerial/Scissor lift trained employees.
- Audited, inspected, and ordered fall harness PPE and riggings.
- Audited certified employees for proper vehicles usage.

### Hot Works:

- Development of Hot Works training presentation, classroom test, and Hot Works permit.
- Hot Works training and re-training for all employees that require it.
- Reviewing and recordkeeping of all Hot Works trained employees.
- Audited employees Hot Work procedures while performing Hot Work.

### Incident Investigation and Reporting:

- Investigate incidents, and report via email, to all office personnel.
- Update the OSHA 300 logs for "Recordable" injuries and illnesses, publicly due annually in March.
- Update internal incident log, and publish all incidents within the Weekly Safety Review.
- Write and publish a Weekly Safety Review, with two articles, for internal company usage.
- Train all office personnel on internal incident reporting, investigation, procedures, and if needed HIPPA requirements.
- Ensure all incidents are followed-up and all safety related matters are resolved.
- Generate metrics for use in problem resolution effectiveness, and troubleshooting.

### Workman's Compensation and Insurance:

- Filed & Faxed Workers Compensation 34401 First Report of Injury to insurance company.
- Reminded insurance company of necessary Works Compensation claim numbers, and activities needed.
- Notify all Workers Compensation activities to Directory of Facilities, and H.R. Department, on every injury case.
- Update department heads of employee's working conditions and restrictions.
- Transported and attended non-emergency medical visits with employee(s) as needed, representing the company.
- Fax billing adjustments, and medical orders to insurance company.
- Update Directory of Facilities, and H.R. Department, and employee's department head of appointments.
- Coordinated with all parties to find suitable working conditions for employees on restrictions.
- Coordinate with all parties to fulfill outsourced written medical orders.

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**Safety Committee:**

- Lead a safety committee meetings and insure all members attend weekly.
- Compile a list of safety matters for the safety committee to review and make decisions.
- Provide appropriate documentation needed for meeting. ( Agenda / Minutes )
- Organize, perform and maintain weekly departmental safety audits, and assign audits to safety committee personnel.
- Review in committee, then scan and file weekly department and goggle audits.
- Maintain emergency call listings and distribute appropriately.

**SDS (OSHA-Safety Data Sheets):**

- Hazardous materials research for new products.
- Updating the OSHA GHS compliant SDS folders, and providing data when needed.
- Keep to date both internal data folder and First Aid Station battery laptop SDS display.
- Contacting suppliers of missing Safety Data Sheets, and update when needed.
- Contact Suppliers for PDF labels to make placards and labels for secondary containers.
- Research products for new department material requests, write procedures "Submit" for approval.
- Audit departments SDS inventory and develop a validation of usage system.

**Waste Water Sample:**

- Collected Monthly Waste Water sample for POTW Permit
- Coordinated with wastewater supervisor to schedule sample dates and times.
- Ensure sample integrity seal, and present sample pick up with 3rd party lab representative.
- Record 3rd party lab findings on internal and state audited reports, logged and saved information.
- Obtained company presidents signature, and provided report to city wastewater treatment, monthly.

**Title V Compliance Audits:**

- Monthly verification audit that maintenance is performing required daily inspections.
- Quarterly audits of Proof of Compliance reports – scanned, saved, and directed state adutors to when needed.

**Waste Materials Handling:**

- Waste Material Handling area a.k.a. the "Board Yard" to Vendors - OEM IBC's and Cylinders returns.
- Board Yard monitoring, scheduling, and disposing of plastic 55 gallon drums.
- Board Yard monitoring, scheduling, and disposing of liquid waste oils and coolants in IBCs.
- Board Yard DMIPA "Amine" Cylinder Return.
- Scheduling of dust bag roll offs hoppers, and oil & coolant soaked matts & socks.
- Dismantling of wood recycleable dunage, for use by Cupola charger.
- Company verification of non-hazardous material, and recording of employee gate releases.
- Developed a waste material handling placards and labels.

**Maintenance & Safety Department:**

- Printed labels and signs including safety related measures, and post as needed.
- Laminating requested documents, cleaned and maintained the laminater.
- Ensuring proper safety labeling of all fire extiguishers, eye wash stations, showers, and other safety devices
- Personnel mailbox labels for new employees and removal of old employee labels.
- Weekly eyewash station and safety shower inspections.
- Aided outside contractor in fire extinguisher inspection and replacement.
- Monitored weather conditions and announced dangerous weather working conditions.

**DuPont STOP observation management:**

- Assigned weekly STOP observations partners, and individuals to do STOP observations .
- Recorded, and reported STOP observation personnel findings, and discussed resolutions.

**PPE management:**

- Observed, and audited employee usage of PPE while on the production floor, and replaced as needed.
- Researched and discussed various PPE alternatives with department heads when needed.
- Recorded, and compared the effectivness of various PPE vendors equipment.
- Developed a plant wide PPE matrix that included the PPE requirements for all production positions.
- Developed and enforced, a plant wide dress code.

**Production Floor Safety:**

- Policed the production floor, and resolved noticable safety failures.
- Provided first aid to employees with minor injuries.
- Encouraged employees to share in safety related issues and concerns they had during work.
- Managed a company supplied Gatoraid like beverage, on days with a high heat index.
- Managed company supplied Gatoraid like popcycles, and freezers for use, on days with a high heat index. .

**General:**

- Daily departmental audits, I was present on floor to observe and report safety violations.
- Attend 9:00AM daily meeting where I reported on safety incidents and their resolutions.
- Both maintenance managers, and I provided mail pick-up and distribute within the maintenance department.
- Utilize ERP system for work order submission and progress tracking.
- First Aid Room – House cleaning and restocking inventory.

**Beyond Responcibilities and Duties:**

- Took washable PPE out to a landrymat, and washed it for reuse.
- Made screencasts and helpful instructional videos for many of my responcibilities and duties.
- Produced, directed, and on occasion voice overed several job specific safety videos.
- Monitored and recoreded PPE waste, to determine the cause of PPE over usage, and losses.
- Helped employees with X-Ray CD's, when the hospital failed to include an X-Ray viewer on their X-Ray CD.

# Information Technology Work History

By starting date, most recent to oldest.

**Note:** "On occasion" indicates a freelance contractual job, not a position based employment.

## FastTeks On-Site Computer Service

Part Time in 2011 to 2012

### Responsibilities and Duties

[www.fastteks.com](http://www.fastteks.com)

#### Hardware:

- Resolve hardware problems with computer, printer, routers, monitors, and other electrical device.
- Restored internet connection losses, and troubleshoot network connectivity problems.
- Research the best equipment and prices for computer repairs and network solutions.
- Upgraded computer equipment and devices as necessary.

#### Software:

- Ensure computers have adequate up to date security updates, anti-virus, and spy ware applications.
- Remove and install software on computers as needed.
- Installed software to monitor computer usage for owners.
- Data backups, transfers, and recovery.

#### General:

- Assist customers in understanding computer technology abilities, and limitations.
- Explained differences between various operating systems and their advantages.

## Tim Martin Auto Sales in Plymouth and Bremen

Full Time in 2010

### Responsibilities and Duties

[www.timmartinautosales.com](http://www.timmartinautosales.com)

#### Internet and Website:

- Keep inventory updated with pictures, information, and videos.
- Post current sales and promotions.
- Record, edit and post customer video testimonials.
- Update the website with current employee information, and activities.
- Log and direct incoming website calls and leads to the appropriate location dealers and service personnel.
- Log, organize, and distribute a weekly internet report showing all calls and leads, their handling, and results.
- Create, troubleshoot and maintain email accounts for employees at both locations.
- Learn the E-bait website solution back end and teach employees how to operate and utilize it.

#### Marketing:

- Develop, and maintain an email database, for all leads, subscribers, and customers.
- Author and graphically design a multi-article monthly newsletter for email and postal mailing.
- Develop a single social networking site for both dealerships, that will at least integrate with facebook.
- Develop a mobile web solutions.
- Design as needed advertising, newspaper ads, post cards, and promotional material and media.
- Utilize the ADP, customer data base with sales information and write statistical marketing reports.

#### Hardware:

- Resolve hardware problems on any computer, printer, or electrical device at either store.
- Restore internet connection losses, and problems with ADP, Ford, and GM networks.
- Research the best equipment and prices for the dealerships data infrastructures.
- Upgrade and make compatible computer equipment and devices as necessary.

#### Software:

- Ensure computers have adequate up to date security updates, anti-virus, and spy ware detection software installed.
- Help train employees to use software and equipment as needed.
- Remove and install software on computers as needed.
- Install software to monitor computer usage by individuals at the dealerships.

#### General:

- Fulfill all requirements for both GM and Ford information technology certifications.
- Help answer phone calls and log information if needed.
- Assist customers around the dealership.
- Help to watch the lot for customers and inform the sales dealers.
- Help move vehicles from either location as needed.
- Video record, and edit processes and procedures for training purposes as required.
- Video record and document automotive service issues and problems for service department.

**Note:** I have categorized the responsibilities and duties of this job position because it was a combination of three previous positions merged into one. The Website Manager, The Marketing Manager and the Information Technology Manager.

## Krisnett Motorsports

On occasion between 2003 and 2009

### Responsibilities and Duties

- PHP script development for the Krisnett website.
- Mysql database development.
- Maintenance of the Krisnett website.
- Computer troubleshooting and repair.
- E-commerce research and consulting.

## Information Technology Work History Continued

### Suckrpunch

On occasion between 2003 to 2004

#### Responsibilities and Duties

- Implementation, development, and maintenance of the Suckrpunch website.
- Live and Studio DVD, VCD, and Audio-CD productions.
- Computer troubleshooting and repair.
- Flyer design and creation.

### BlackWolf Construction

Full Time in 2002

#### Responsibilities and Duties

- Implemented Ethernet networks.
- Computer hardware and software troubleshooting and repair.
- Data backups and system restoration.
- Software testing, and consulting.
- Custom Linux firewall & router implementation and configuration.
- Resolved data communication issues.

### Jupiter Entertainment

Full Time in 2002

#### Responsibilities and Duties

- Configured and implemented Windows, Linux, Macintosh, network.
- Built, troubleshoot and repaired various Intel & Motorola based computers.
- Developed, created, and coded Jupiter Entertainment website.
- Engineered Linux server to bypass I.S.P. services blocks for HTTP, FTP, and E-mail services.

### Pokerface Ace

On Occasion in 2001

#### Responsibilities and Duties

- Production of their live CD.
- Website JavaScript, and CGI, updating.

### DNS Online

On occasion between 2000 to 2007

#### Responsibilities and Duties

- Construction, installation, and configuration of Internet public access servers.
- Construction, installation, and configuration of a media streaming server.
- Aided in resolving data communication hardware, software and equipment problems.
- Aided in troubleshooting wireless metropolitan area network.
- Linux software beta testing, consulting and implementation.
- Helped to resolve a "Digital Subscriber Line" legal issue.

### Gas America Services

Part Time from 2000 to 2002

#### Responsibilities and Duties

- Cashier & customer information support.
- Customer consulting & support for produce purchases.
- Data entry for computerized purchase payments.
- Daily reporting of purchase and payments amounts.

### Jedi Taxes

On occasion between 2000 to Present

#### Responsibilities and Duties

- Resolve hardware problems on any computer, printer, or electrical device as needed.
- Restore internet connection losses.
- Research the best equipment and prices for their data infrastructures.
- Upgrade computer systems as need.
- Install and configure wireless & Ethernet network & firewall.
- Custom computer design, construction, implementation and ergonomic consulting.
- Information technologies instruction, and error correction.
- Ensure computers have adequate up to date security updates, anti-virus, and spy ware detection software installed.
- Help train to use software and equipment as needed.
- Remove and install software on computers as needed.

### H & R Block in Plymouth

Part Time in 1999

#### Responsibilities and Duties

- Customer interviewing for data entry
- Tax preparation of 1998 individual tax returns.
- Costumer information support.

# Volunteer Work History

By starting date, most recent to oldest.

## Cornerstone Community Fellowship in Lapaz Indiana 2013 to 2017

[www.ccfapaz.com](http://www.ccfapaz.com)

### Responsibilities and Duties

- Primary videographer, recorded nearly all sermons and additional videos from February 10<sup>th</sup> of 2013 to October 2015.
- In the progress of developing the [www.cornerstoneoflapaz.org](http://www.cornerstoneoflapaz.org) website across three hosting locations.
- Consulted, and purchased all the organizations new computers, and laptop.
- Troubleshoot, cleaned, and upgraded the organizations existing computers for continued use.
- Built Cornerstone's internal server and implemented VPN connection to server resources.

## Wiki Charities (Discontinued) 2010

In 2010 I attempted to launch an internet resource of every non-profit organization in United States, with over 1.6 Million entries, called [wikicharities.org](http://wikicharities.org). However; after reaching over 500,000 non-profit entries my web hosting provider shut down the domain account, and informed me that I had exceeded my "unlimited" data amount.

**Note:** I currently retain the data for this project, and may attempt to implement it in the future.

## Indiana Non-Profit Information Technology Organization 2009 to Present

[www.inpito.org](http://www.inpito.org)

### Responsibilities and Duties

- In 2009 I founded a non-profit organization dedicated to providing I.T. Solutions to non-profit organizations.
- Filled out IRS, and Indiana Department of Revenue, forms and applications for government, and public review.
- Developed all the organizations founding documentation, such as bylaws, services information, mission statement, ect.
- Designed, developed, implemented, and currently host the [www.inpito.org](http://www.inpito.org) website.
- Administrate the Inpito email accounts, and Youtube accounts.

## Evergreen Baptist Church of Michigan City 2009 and 2010

[www.evergreenonline.org](http://www.evergreenonline.org)

### Responsibilities and Duties

- Installed and configured Linux file sharing server.
- Implemented file permission solution, and user permission issues.

## Rachel's Home 2004 to 2012

[www.rachelshome.org](http://www.rachelshome.org)

### Responsibilities and Duties

- Built computers for both the staff and clients use.
- Computer troubleshooting and repair
- Designed, developed, implemented, and currently host the [www.rachelshome.org](http://www.rachelshome.org) website.
- Administrate the Rachel's Home email accounts, and social networking accounts.
- Developed Rachel's Home newsletters, postcards, and flyers.
- Help to promote Rachel's Home at public events and concerts.
- Developed a Rachel's Home newsletter subscriber database.
- In March of 2008 I became a board member
- In April of 2009 I became the executive director.

## First Baptist Church of Plymouth 2000 to Present

[fbcop.inpito.org](http://fbcop.inpito.org)

### Responsibilities and Duties

- Upgraded computers, and sound booth system.
- Installed and configured Windows & Linux operating systems.
- Designed and implemented Ethernet & wireless network, and internet firewall.
- Built a custom media system for worship services.
- Computer troubleshooting and repair
- Developed a DVD video recording systems.
- Designed, developed, implemented, and currently host the [fbcop.inpito.org](http://fbcop.inpito.org) website.
- Administrate First Baptist Church of Plymouth email accounts.
- Lead a Friday and Saturday night music ministry between 2004 and 2007.
- Taught a Sunday school class between 2004 and 2008.
- Assisted Pastor with the youth group on occasion between 2004 and 2007.

## Additional Community Involvement 2009

On June 4<sup>th</sup> of 2009 during the Marshall County Community Foundation's, county wide town hall gathering, Jennifer Maddox spoke of a greater need for non-profit organizations and the community to coordinate between themselves. I informally presented to her and other members of the the Marshall County Community Foundation the ideal for a not for profit organization online social network, which has become, the United Way of Marshall County Volunteer Center.

## Additional Information 2002

I was solicited by the United States Central Intelligence Agency, for the purpose of, "Stress Testing" foreign computers, and other nations network infrastructures.

## DVD Resume & Youtube Channel

It is possible that this document formatted resume is included with the dvd-resume you received.

If did not receive a dvd-resume, some of the videos related to this dvd-resume can be found on my Youtube channel.



**American  
Red Cross**

# Certificate of Completion **Jerry Nettrouer**



**Certificate ID: GXVXA0**

has successfully completed requirements for  
Adult First Aid/CPR/AED  
conducted by

**American Red Cross**

Date Completed: **05/30/2019**

Valid Period: **2 Years**

Instructors: **Lisa M Brown**

To verify: <https://www.redcross.org/take-a-class/qr-code?certnumber=GXVXA0>

## National Safety Education Center OSHA Outreach Training Electronic Verification

### **Jerry Nettrouer**

24-900503486

End Date: 11/29/2017

#### Courses

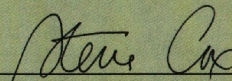
| Course                 | End Date   | Instructor     | Status    |
|------------------------|------------|----------------|-----------|
| GENERAL INDUSTRY 30Hrs | 11/29/2017 | Andrew Metsker | Completed |

[verify.nsecosha.com](http://verify.nsecosha.com)

## Cornerstone Biblical Counseling Ministry Certificate of Achievement

This certificate is awarded to  
**JERRY NETTROUER**

In recognition of completing the Basic Level Training  
Course in Biblical Counseling

  
Signature

5/1/2012  
Date





# ITT TECHNICAL INSTITUTE

Certifies that

JERRY B. NETTROUER II

has successfully completed the prescribed program of  
COMPUTER NETWORK SYSTEMS TECHNOLOGY  
and, based on the recommendation of the faculty, is awarded this  
ASSOCIATE OF APPLIED SCIENCE DEGREE

Given at Fort Wayne, Indiana, this 10th day of March, 2002.



*Mimi A. Ferguson*  
Dean

*David H. Haly*  
Director


# GM Training Certification

**Jerry Nettrouer**

In recognition for successfully  
completing the training requirements for:

**2011 Certified Internet Service Manager**

 TRAINING

  
Lisa Grutta  
Manager, GM Training

General Motors Corporation

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# GM Training Certification

**Jerry Nettrouer**

In recognition for successfully  
completing the training requirements for:

**2011 Certified Internet Manager**



**TRAINING**

A handwritten signature in black ink, appearing to read "Les Komanecky".

Les Komanecky  
Manager, GM Training

CENTRAL INTELLIGENCE AGENCY



Recruitment Center  
Post Office Box 4090  
Reston, Virginia 20195

7 June 2002

Mr. Jerry B. Nettrouer  
10209 King Rd.  
Plymouth, IN 46563

Dear Mr. Nettrouer:

We were disappointed to hear of your decision to withdraw your application for employment. Should circumstances change, please contact our office at 703-613-7126 and we would be pleased to consider you again for a career with the Central Intelligence Agency. We wish you the best of luck in your endeavours.

Sincerely,

A handwritten signature in black ink that reads "Regan V. Daniels".

Regan V. Daniels  
Staff Director