

# Resume 936

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## OBJECTIVE:

To secure a position with your company using my skills and experiences in *Production, Assembly, Shipping & Receiving, or similar position.*

## SUMMARY OF QUALIFICATIONS:

- Experience performing a variety of warehouse and assembly duties including packaging, positioning raw materials and finished products throughout warehouses, performing inventory management, and reporting surpluses and deficiencies to upper management
- Provides uncompromising highest standards of customer service to both internal and external customers, assisting individuals with their product/service requirements, offering solutions customized to individual needs, and resolving issues to their complete satisfaction
- Operates forklifts, overhead cranes, and pallet jacks to reposition raw materials and finished products
- Trained in and fully compliant with all OSHA safety laws and regulations including training for the safe handling and disposal of hazardous materials.
- Experienced using computers, Windows, MS Office (Word, Excel, PowerPoint, and Access), and email
- Empathetic, motivated and passionate about helping others, can adapt to meet needs of clients
- Dedicated employee, detail-oriented, and learns new systems quickly
- Well organized, strong communications, and math skills
- Multi-tasks efficiently, learns new systems quickly, and completes all duties on-time or ahead of deadlines
- Works well independently or in a team environment

## PROFESSIONAL EXPERIENCE:

06/23 – 07/24

### ***Machine Operator***

General Motors, Lockport, NY

- Operated and monitored machinery to produce automotive components to precise specifications.
- Performed die changes, tooling adjustments, and machine set-ups for efficient production runs.
- Conducted quality checks using calipers, micrometers, and gauges to ensure parts meet tolerances and standards.
- Loaded raw materials into machines, ensuring proper alignment and settings for optimal output.
- Identified and troubleshoot equipment malfunctions, collaborating with maintenance teams for prompt resolution.
- Maintained a clean and safe workspace, complying with OSHA and company safety protocols.
- Documented production data and report deviations to supervisors for immediate corrective actions.

08/22 – 03/23

### ***System Operator***

Imerys, Niagara Falls, NY

- Loaded vehicles with goods, ensuring they are loaded correctly & taking precautions to ensure safe transport.
- Utilized order pickers to find product and scanned items to confirm materials for shipping.
- Unpack returned merchandise, inspect package condition and assess paperwork sent in with return instructions for proper return procedures.
- Reviewed orders for completeness according to procedures & forwarded incomplete orders for further processing.
- Checked inventory records to determine availability of requested merchandise.
- Notified departments when supplies of specific items are low, or when orders would deplete available supplies.
- Moved stock to and from storage areas, loading docks, delivery vehicles, by hand or using trucks and jacks.

09/21 – 08/22

### ***Material Handler***

Thermo Fisher, Grand Island, NY

- Verified picked items for correctness and moved them into the warehouse staging area to be shipped.
- Attached identifying tags to containers or mark them with identifying information.
- Recorded numbers of units handled or moved, using daily production sheets or work tickets.
- Manually or mechanically loaded or unloaded materials from pallets, skids, platforms, cars, lifting devices, or other transport vehicles.
- Inspected product load for accuracy and safely move it around the warehouse or facility to ensure timely and complete delivery.
- Took inventory or examine merchandise to identify items to be reordered or replenished.
- Stored items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.

01/19 – 03/19

***Material Handler***

Panasonic, Buffalo, NY

- Recorded numbers of units handled or moved, using daily production sheets or work tickets.
- Inspect returned merchandise, checking for quality and condition of product to determine return category.
- Receive merchandise, following all security and safety return procedures for each product type.
- Distribute returned items to their proper location considering all factors including the value of the product, its condition and type of return.
- Input clear customer account notes in internal computer systems, communicating return reasons, customer feedback and instructions to ensure accurate processing.
- Loaded or unloaded materials from pallets, skids, platforms, using lifting devices such as pallet jacks & hand carts.

04/17 – 09/18

***Laborer***

Department of Public Works, Niagara Falls, NY

- Drove Trucks to transport crews, debris, and equipment to work sites.
- Operate machines to spread, smooth, level, or steel-reinforce stone, concrete, or asphalt on roadbeds.
- Perform Preventative maintenance on vehicles and heavy equipment.
- Utilize power tools to remove obstructive forestry that poses a safety hazard and properly dispose of waste.

03/16 – 12/16

***Packager***

Unifrax, Tonawanda, NY

- Inspected product load for accuracy and safely move it around the warehouse or facility to ensure timely deliveries.
- Attached identifying tags to containers or mark them with identifying information.
- Recorded numbers of units handled or moved, using daily production sheets or work tickets.
- Took inventory or examine merchandise to identify items to be reordered or replenished.
- Stored items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.

02/15 – 11/15

***Assembly***

Compu-Mail, Grand Island, NY

- Remove containers of sorted mail or parcels and transfer them to designated areas according to established procedures.
- Determine manner in which mail is to be sent, and prepare it for delivery to mailing facilities.
- Inspect mail machine output for defects and determine how to eliminate causes of any defects.
- Sorts mailers by zip code, bundled and placed mailers into bins in preparation for shipping
- Remove from machines printed materials, such as labeled articles, postmarked envelopes or tape, and folded sheets.
- Adjust guides, rollers, loose card inserters, weighing machines, and tying arms, using rules and hand tools.

## **EDUCATION and TRAINING:**

***Bachelor's Degree - Finance***

Central State University, Wilberforce, OH

***High School Diploma***

Niagara Falls High School, Niagara Falls, NY