

# RESUME 976

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## OBJECTIVE

Highly motivated, dedicated, and results-driven professional to secure a position with your company in ***Production/Assembly, Packaging, Warehouse, Shipping & Receiving, or as applicable***, utilizing my skills, training and experience

## SUMMARY OF QUALIFICATIONS

- Over 10 years' experience in a variety of production, assembly, and warehouse settings including manufacturing and / or assisting in the production of plastic battery casings, personal care items, bar coasters, bookbinding & fiberglass materials, meeting & are exceeding all daily production goals & objectives with an overriding focus on safety
- Trains new personnel upon supervisor requests, delegating minor assignments to gauge comprehension of job duties and responsibilities, monitoring all work activities for quality, expediency, and safety, conducting ongoing performance assessments, and consulting with upper management for employee status/progress reports
- Trained and fully compliant with all OSHA safety rules and regulations
- Operates pallet jacks, shrink wrap machines, grinders, and most hand/pneumatic/power tools
- Performs physical inventory control, notifying personnel of surpluses & deficiencies for re-ordering purposes
- Strong communications, math, analytical, and problem-solving skills
- Multi-tasks efficiently learns new systems quickly, and completes all assignments/projects ahead of critical deadlines
- Detail-oriented and adapts to nearly any work setting
- Works well independently or collaboratively in a team environment

## PROFESSIONAL EXPERIENCE

04/25 - 06/25 ***Stocking / Carts***

Tops Friendly Markets, Niagara Falls, NY

- Received and unpacked merchandise, stocking shelves efficiently to maintain inventory levels for daily covers
- Performed cleaning duties, including sweeping, mopping, and sanitizing surfaces, reducing health risks through proper procedures
- Collected and organized shopping carts, ensuring availability for customers during peak hours
- Assisted with pricing and labeling products, maintaining accuracy of price tags and promotional signs
- Cleaned and sanitized store floors, shelves, and checkout areas, adhering to health and safety regulations, achieving high compliance in health inspections

04/24 - 03/25 ***Cleaner***

Jani King, Niagara Falls, NY

- Performed comprehensive cleaning services for commercial clients weekly, including offices, medical facilities, and retail spaces
- Cleaned and sanitized restrooms, break rooms, and workspaces, achieving a high client satisfaction based on post-service surveys
- Operated floor buffers and carpet cleaners to maintain polished and professional facility appearances
- Managed cleaning supply inventory, reducing waste through efficient usage
- Collaborated with clients to customize cleaning schedules, improving service flexibility and client retention

09/23 - 04/24 ***Line Assembler / Production***

Katz Americas, Sanborn, NY

- Operated machinery and equipment to perform various tasks in the production of beverage coasters, including cutting, printing, laminating, and packaging.
- Followed standardized work procedures and production schedules to ensure the efficient flow of materials and timely completion of orders.
- Monitored product quality throughout the production process, conducting visual inspections and performing quality checks to identify defects or irregularities.
- Assist in the setup and changeover of production lines, including adjusting machine settings, loading materials, and preparing packaging materials.

11/19 - 10/22 **Restoration Specialist**

ServPro, Niagara Falls, NY

- Responded promptly to emergency restoration calls to assess damage, develop mitigation plans, and initiate cleanup and restoration processes.
- Performed water extraction, structural drying, and dehumidification to mitigate water damage and prevent further structural deterioration.
- Conducted thorough inspections to identify areas affected by mold growth and implement remediation protocols to safely remove mold and prevent recurrence.
- Utilized specialized equipment, including air movers, dehumidifiers, ozone generators, and HEPA vacuums, to effectively restore properties damaged by fire, smoke, water, and mold.
- Maintained equipment inventory, performed routine maintenance checks, and ensured compliance with safety regulations and industry standards.

08/19 - 11/19 **Breakfast Cook (Seasonal)**

Wingate by Wyndham, Niagara Falls, NY

- Responsible for preparing and cooking breakfasts for hotel guests in the 160-bed upscale hotel each morning, monitoring the breakfast buffet to ensure adequate supply of all items and that the buffet was visually appealing to guests
- Received shipments of food and dry stock, rotating food in coolers and/or freezers with date stamps or labels
- Performed inventory control & submitted reports to upper management for new orders to replenish food & other supplies
- Maintained cleanliness and organization of the breakfast station, including equipment, utensils, and work surfaces, following sanitation protocols.

01/18 - 09/18 **Production / Packaging Specialist**

Lornamead, Tonawanda, NY

- Assembled and capped toothpaste tubes, Chapstick lip balm, and other personal care items as directed or required
- Performed quality assurance inspections on all products, setting products aside that were defective or substandard, notifying appropriate personnel of such items
- Operated conveyors, bringing products to the packaging phase of the operation, and packaged all products in boxes, and sealed boxes

02/17 - 10/17 **Production Assistant / Quality Assurance / Packaging Specialist**

Tulip Corporation, Niagara Falls, NY

- Assisted production staff, trimming and grinding down flashing using abrasives as necessary, performing quality assurance inspections on all products, meeting and/or exceeding all daily goals and objectives
- Packaged finished products in boxes and stacked boxes on a pallet for placement in designated areas in the warehouse
- Kept all work areas neat, organized, and clean

05/16 - 02/17 **Crew Member**

Burger King, Niagara Falls, NY

- Prepared and cooked food for patrons to their specifications
- Emptied trash receptacles and performed various cleaning duties throughout the kitchen as well as in the dining areas and around premises
- Restocked shelves and coolers with proper supplies, maintaining proper storage temperatures in compliance with Health Department regulations

05/15 - 11/15 **Production / Packaging Specialist**

Metal Cladding, Lockport, NY

- Responsible for manufacturing fiberglass housing used in the production of military tanks
- Utilized pneumatic equipment to grind and shape small fiberglass sections
- Ensured that sufficient supplies of raw materials were present for next day's production

**EDUCATION**

**High School Equivalent**

Orleans-Niagara BOCES, Trott Access Center, Niagara Falls, NY