

# RESUME 947

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## OBJECTIVE:

Highly motivated, knowledgeable, well-organized, and results-driven professional to secure a position with your company or organization utilizing my extensive skills, training, and experience

## SUMMARY OF QUALIFICATIONS :

- Over 5 years' experience in production settings, consistently meeting and / or exceeding all daily production goals, objectives, and quotas, trained and fully compliant with all OSHA safety rules and regulations, as well as strict adherence to all safety protocols and procedures, as well as the necessary wearing of various PPE
- Proficient in some aspects of workforce development including training, mentoring, delegating work orders, monitoring work activities for quality, expediency, and safety, conducting performance evaluations, and consulting with upper management for employee status/progress reports
- Experienced retaining quality employees through sound Team Building concepts, excellent communications, personal accountability, and respected leadership skills
- Utilized as a knowledgeable and respected resource, the "go-to" professional, regarded highly by peers, workers, and upper management, providing objectivity, clarity of thought, trusted for developing well-informed decisions, and resolving complex technical production and product deliverability issues through the formulation of achievable action plans when others cannot
- Trains new personnel upon supervisor requests, including providing plant orientation, delegating work orders, monitoring all work activities for quality, expediency, and safety, conducting performance evaluations with written reports, and consulting with upper management for employee status/progress reports
- Performs regular inventory control utilizing hand-held scanners on all incoming/outbound shipments, notifying appropriate personnel of surpluses and deficiencies for supply chain replenishment
- Multitasks efficiently, learns new systems quickly, and completes all projects on time or ahead of critical deadlines
- Leverages technology to enhance productivity, Windows, MS Office, data entry, including to record shipment data, weight, charges, damages, and discrepancies, and more
- Works well independently or collaboratively in a team environment

## PROFESSIONAL EXPERIENCE:

01/2024 - 03/2025

### ***Level Two Stacker***

Boyd, Niagara Falls, NY

- Constructed cores for thermal and heat exchange products, meeting quality and production standards by carefully following blueprints and assembly instructions, and ensuring that all components were properly aligned and secured.
- Read and interpreted complex blueprints to ensure accurate assembly of cores, identifying and resolving any discrepancies or issues that arose during the assembly process.
- Utilized a variety of hand tools and machinery, including drill presses, saws, and sanders, to assemble and inspect cores, and maintained a safe and organized work environment by adhering to company policies and procedures.
- Collaborated with team members to achieve production goals and resolve issues, providing guidance and support to new employees and contributing to the development of process improvements.
- Maintained a high level of quality control, inspecting cores for defects or irregularities and reporting any issues to supervisors, and implemented corrective actions to prevent future defects.

04/2018 - 10/2023

### ***Electroplating / Screen Printer***

Vishay Thin Film, Niagara Falls, NY

- Operated specialized equipment electroplating rare metals for applications in the computer industry, and oversaw or performed starts-ups, runs, and shut-downs of production lines, without assistance
- Maintained required amperages, volts, and precise chemical bath proportions and levels to ensure perfection of process and product
- Produced initial run samples for inspectors to review for quality control, pending their approval to start runs
- Cross-trained new personnel on multiple stations and equipment upon supervisor requests, ensuring proficiencies for all positions & duties, & providing management with necessary trainee status/progress reports
- Set up and calibrated machinery to ensure accurate and consistent printing results.
- Conducted quality control tests to verify adherence to specifications and standards.

04/2017 - 01/2018

***Sales / Customer Service***

NOCO, Amherst, NY

- Greeted and assisted customers with fueling, purchases, and inquiries.
- Processed transactions accurately and efficiently using cash registers and point-of-sale systems.
- Maintained a clean and organized store environment.
- Stocked shelves and performed inventory management to ensure product availability.
- Handled customer complaints and inquiries, resolving issues promptly and professionally.

02/2017 - 02/2018

***Prep Cook / Server***

Dickey's Barbecue Pit, Amherst, NY

- Prepare and marinate meats for smoking, ensuring they meet the restaurant's quality standards.
- Assist in the preparation of barbecue sauces, rubs, and other signature condiments.
- Collaborate with the kitchen team to ensure timely and efficient food preparation.
- Maintain and organize the barbecue station, including equipment and tools.
- Follow recipes and portion control guidelines for consistent and delicious barbecue dishes.
- Uphold strict food safety and sanitation standards in all food preparation activities.

02/2017 - 05/2017

***Prep Cook***

In & Out Pasta, Buffalo, NY

- Prepared and cooked various types of pasta, ensuring proper consistency and texture.
- Followed recipes and portion control guidelines for a range of pasta dishes.
- Assisted in the preparation of pasta sauces, ensuring they complement the dishes.
- Collaborated with kitchen staff to coordinate the timing of pasta dishes with other menu items.
- Maintained cleanliness and organization in the pasta station, including equipment and utensils.

05/2016 - 01/2017

***Manager***

Moe's Southwest Grill, Amherst, NY

- Oversee day-to-day operations, including staff management, customer service, and financial performance.
- Hire, train, and develop team members to ensure a high level of service and efficiency.
- Implement and enforce company policies, procedures, and standards to maintain consistency.
- Monitor and control inventory levels, reducing waste and optimizing costs.
- Drive sales and revenue growth through effective marketing strategies and promotions.

05/2015 - 05/2016

***Caregiver***

Private Patient, Hendersonville, TN

- Cared for my elderly parent, assisting the family by overseeing the timely administering of pain and other medication as needed, and monitoring closely to respond to requests, with an overriding focus on making them as comfortable as possible.
- Provided personal daily care, hygiene, cleaning, & maintained constant communications with family members.
- Assessed and evaluated their ongoing conditions and maintained nutritional and care programs to ensure their safety and well-being
- Transported them to critical medical, dental, and other appointments

02/2014 - 05/2015

***Operations Manager***

Magnagaea Photography, Buffalo, NY

- Oversaw day-to-day operations, including payroll processing, and employee onboarding.
- Managed the hiring process from recruitment to selection, ensuring compliance with company policies and labor laws.
- Planned, organized, and executed trade shows, handling logistics, booth setup, and promotional activities.
- Developed and implemented strategies to streamline payroll procedures, resulting in increased accuracy and efficiency.
- Conducted regular training sessions for staff on operational processes, compliance, and safety protocols.
- Collaborated with cross-functional teams to optimize workflow and enhance overall business performance.
- Monitored and analyzed key performance indicators (KPIs) to identify areas for improvement.

## **EDUCATION, TRAINING & ACHIEVEMENTS :**

***High School Equivalent***

Grover Cleveland High School, Buffalo, NY