

# Resume 626

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## **OBJECTIVE:**

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

## **SUMMARY OF QUALIFICATIONS:**

- Over 2 years' experience performing a variety of production duties including assembly, 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
- 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
- Working knowledge of accounting practices and procedures

## **PROFESSIONAL EXPERIENCE**

10/20 – 03/22                    *Assembly / Production*  
BMW, Greer, SC

- Review work orders and blueprints to ensure work is performed according to specifications.
- Assemble parts, fittings, or subassemblies on equipment, using layout tools, hand tools, power tools, or fasteners, such as bolts, screws, rivets, or clamps.
- Attach brackets, hinges, or clips to secure or support components, using bolts, screws, rivets, or welding.
- Inspect or test installed units, parts, systems, or assemblies for fit, alignment, performance, defects, or compliance with standards, using measuring instruments or test equipment.
- Complete production reports to communicate team production level to management.
- Operate machinery and heavy equipment, such as forklifts.

10/20 – 12/21                    *Overnight Stocker*  
Walmart, Spartanburg, SC

- Moved freight and stock to and from storage to sales floor, by hand or using carts or other equipment.
- Packed and unpacked items to be stocked on shelves from stockroom and warehouse.
- Compared merchandise invoices to items actually received to ensure that shipments are correct.
- Set up advertising signs and displays of merchandise on shelves, counters, or tables to promote sales.

09/20 – 10/20                    *Cashier*  
Stopaminit, Greenville, SC

- Maintained clean and orderly checkout areas, and complete other general cleaning duties, such as mopping floors and emptying trash cans.
- Received payment by cash, check, or credit cards.
- Answered customers' questions, and provide information on procedures or policies.
- Helped customers find the location of products.

08/20 – 09/20                    *Housekeeper*  
Valley Falls Terrace Nursing Home, Spartanburg, SC

- Cleaned rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, and other work areas so that health standards are met.
- Carried linens, towels, toilet items, and cleaning supplies, using wheeled carts.
- Swept, scrubbed, waxed, or polished floors, using brooms, mops, or powered scrubbing and waxing machines.
- Cleaned rugs, carpets, upholstered furniture, and draperies, using vacuum cleaners and shampooers.

## **EDUCATION and TRAINING:**

*High School Diploma*  
Niagara Falls High School, Niagara Falls, NY