

# RESUME 660

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## OBJECTIVE

Highly motivated, knowledgeable, well-organized, and results-driven professional to secure a position with your company or organization *in Production, Assembly, or in a Warehouse setting, or as applicable*, utilizing my extensive skills, training, and experience

## SUMMARY OF QUALIFICATIONS

- Over 5 years' experience as a Machine Operator for a corporation producing products, supplying clients worldwide, guiding, directing employees, motivating individuals to maximize production output, overseeing loss prevention, and meeting and/or exceeding all daily goals and objectives
- 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
- Over 10 years' experience in various 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 Lock-Out/Tag-Out protocols and procedures, as well as the necessary wearing of various PPE
- 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
- Experienced packaging/packing a wide range of products, preparing and/or affixing labels/postage in preparation to ship materials and/or products
- 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

11/17 - 11/18 *Service Writer*

Walmart, Niagara Falls, NY

- Conferred with customers to obtain descriptions of vehicle problems and to discuss work to be performed and future repair requirements.
- Performed routine and scheduled maintenance services, such as oil changes, lubrications, and tune-ups.
- Followed checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearings, and other potentially troublesome areas.
- Changed spark plugs, fuel filters, air filters, and batteries in hybrid electric vehicles.
- Aligned wheels, axles, frames, torsion bars, and steering mechanisms of automobiles, using special alignment equipment and wheel-balancing machines.
- Tested and adjusted repaired systems to meet manufacturers' performance specifications.

06/13 - 07/15 *Machine Operator*

WestRock, Tonawanda, NY

- Loaded and unloaded items from machines, conveyors, and conveyances.
- Set up or adjusted machine controls to regulate conditions such as flow, temperature, or pressure.
- Monitored material flow or instruments, such as temperature or pressure gauges, indicators, or meters, to ensure optimal processing conditions.
- Maintained logs of instrument readings, test results, or shift production for entry in computer databases.
- Cleaned or sterilized machinery, screens, inflow pipes, production areas, or equipment, using hoses, brushes, scrapers, or chemical solutions.
- Removed full containers from discharge outlets and replace them with empty containers.
- Placed products in equipment or on work surfaces for further processing, inspecting, or wrapping.

09/09 - 11/12 ***Construction / Contractor***

Gross Plumbing & Contracting, Niagara Falls, NY

- Installed structures or fixtures, such as windows, frames, floorings, trim, doors and hardware, using hand and power tools.
- Anchored and braced forms and other structures in place, using nails, bolts, anchor rods, steel cables, planks, wedges, and timbers.
- Built or repaired cabinets, doors, frameworks, floors, or other wooden fixtures used in buildings.
- Filled cracks or other defects in drywall, using patching plaster, trowel, and sanding tools.
- Finished surfaces of woodwork or wallboard in houses or buildings, using paint, hand tools, or paneling.

01/08 - 08/09 ***Machine Operator***

U.O.P. Honeywell, Kenmore, NY

- Started machines or equipment to begin production processes.
- Placed products in equipment or on work surfaces for further processing, inspecting, or wrapping.
- Transferred finished products, raw materials, tools, or equipment between storage and work areas of plants and warehouses, by hand or using hand trucks and overhead cranes.
- Measured amounts of products, lengths of extruded articles, or weights of filled containers to ensure conformance to specifications.

## **EDUCATION, TRAINING & ACHIEVEMENTS**

### ***Auto Mechanics Certification***

O/N BOCES, Sanborn, NY

### ***Auto Mechanics***

Tech Prep, Lockport, NY

### ***High School Equivalent***

Niagara Falls high School, Niagara Falls, NY