

Resume 669

OBJECTIVE:

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

SUMMARY OF QUALIFICATIONS:

- Over 10 years' 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
- 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

11/10 – Current ***Packeger***
Avantor, Sanborn, NY

- Manually or mechanically loaded or unloaded materials from pallets, skids, platforms, cars, lifting devices, or other transport vehicles.
- 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.
- Stamped, attached, or changed price tags on merchandise, referring to price list.
- 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.

08/10 – 11/10 ***Dishwasher***
Seneca Casino, Niagara Falls, TN

- Washed dishes, glassware, flatware, pots, or pans, using dishwashers.
- Maintained kitchen work areas, equipment, or utensils in clean and orderly condition.
- Stocked supplies, such as food or utensils, in serving stations, cupboards, refrigerators, or salad bars.
- Sorted and removed trash, placing it in designated pickup areas.
- Cleaned and polished counters, shelves, walls, furniture, or equipment in food service areas or other areas of restaurant and mop or vacuum floors.

05/08 – 09/09 ***Finisher***
Rave, North Tonawanda, NY

- Ground, sanded, cleaned, or polished Corian sinks to prepare their surfaces for further finishing, using hand tools and power tools.
- Removed completed workpieces from equipment or work tables, using hand tools, and place workpieces in containers.
- Trimmed, scraped, or deburred sinks, using scrapers and other hand tools and equipment.
- Measured and marked equipment, objects, or parts to ensure grinding and polishing standards are met.

EDUCATION and TRAINING:

High School Diploma
LaSalle Senior High School, Niagara Falls, NY