

# RESUME #381

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## OBJECTIVE

Highly motivated, knowledgeable, and results-driven professional to secure a position with your company in *Production, Warehouse, Shipping & Receiving, other key role in Quality Assurance, as a Forklift Driver, or as applicable*, utilizing my skills, training, expertise, and experience

## SUMMARY OF QUALIFICATIONS

- Approximately 2 years' experience in production, manufacturing, warehouse, and shipping & receiving settings, including producing products utilized in the solar energy industry, also processing mailers, coupons, and postcards, in the direct mail advertising industry, meeting and/or exceeding all daily quotas and objectives, with an overriding focus on safety
- Trains new employees per supervisor requests, including providing site orientation and machine operations training, delegating minor work orders and assignments to gauge comprehension of job duties and responsibilities, monitoring all work activities for quality, expediency, safety, and proper employee/customer interactions, conducting informal performance evaluations, and consulting with upper management for employee status/progress reports
- Conducts maintenance and safety checks on specialized equipment and performs preventive maintenance on same at scheduled intervals or as directed, otherwise scheduling maintenance personnel for major repairs
- Operates forklifts, Bobcats, overhead cranes, and pallet jacks (manual and powered)
- Fully trained and compliant with all OSHA safety rules and regulations, including strict adherence to Lock-Out and Tag-Out protocols and procedures, confined space, and the wearing of PPE
- Highly-motivated professional with a strong commitment to achieving all company goals and objectives
- Over 3 years' experience in sales and/or providing uncompromising highest standards of customer service at all times, assisting both internal and external customers with their product/service selections, offering intelligent solutions/options customized to situational needs, negotiating pricing and terms, securing agreements and payments, and resolving customers' issues to their complete satisfaction
- Strong communications, analytical, or detail-oriented, and problem-solving skills
- Multi-tasks effectively, learns new systems quickly, and completes all projects/assignments on-time or ahead of schedule
- Familiar with using computers, Windows, Internet research, and email
- Works well independently or collaboratively in a team environment

## PROFESSIONAL EXPERIENCE

07/09 - Pres.

### *Carpet Cleaner*

Rogers Carpet Cleaning, Niagara Falls, NY

- Part of a dedicated team providing carpet cleaning services, traveling to residential, commercial, and landlord rental apartment locations with a truck-mounted steam cleaning unit, throughout Western Niagara and most of Erie County
- Provides on-the-spot cost estimates to customers, as needed, otherwise all scheduled carpet cleaning jobs are quoted by the carpet cleaning company owner
- Proficient applying pre-cleaning solutions, including performing specialized stain-removal, followed by operating the steam cleaning unit, and thoroughly cleaning all carpeted rooms, hallways, and/or stairwells, per precise customer requests
- Meets and/or exceeds all corporate and customer expectations

08/18 - 06/19

### *Production Specialist – Induction Crew*

Americarb, Inc., Niagara Falls, NY

- Prepares sheets and blocks of carbon fiber for initial production phase, lowering stacks of 3-foot sections in columns 10-foot high utilizing overhead cranes, into multiple 25-foot vertical ovens, baking the carbon fiber at 2800° F for 72 hours, for the manufacturing of solar panels, weighing all pre-finished items with industrial scales, and repeats the preparation and initiation of other production runs throughout the day

***Production Specialist – Induction Crew (cont.)***

- Monitors the baking process with IR temperature meters, maintaining a uniform temperature throughout the production, and lowers or raises the thermostat as necessary, maintaining highly accurate production logs/documentation
- Removes finished product from ovens and places items in specialized staging areas for cooling throughout the course of approximately 3 days

09/14 - 08/15

***Machine Operator / Sorter***

CompuMail, Grand Island, NY

- Operated the Perfecta paper cutting machine, cutting direct mail pieces to correct size per printers' crop marks for clients throughout the United States, working with various paper stock up to 5 colors
- Additionally operated the specialized MBO paper folding machine as stipulated per the job order, including C-fold, Z-fold, double parallel, and more, as well as operated a specialized Duplo machine which produced custom-sized mailers for high-profile customers
- Also operated a machine to perforate paper (generally for coupon stock) and operated an automated accessory to apply glue to some batches of mailers
- Accurately read all directions specific to each client's job order, following all template instructions with extreme attention to detail, and completed all orders in a timely manner
- Periodically inspected random samples to ensure uncompromising highest standards of quality assurance
- Kept detailed logs of production runs and submitted reports to upper management or other appropriate personnel
- Performed detailed inventory management counts on all outgoing shipments completed mail pieces, placing mailers in trays/bins, and repositioned all items on pallets/pallet jacks, shelf units/racks, etc.
- Monitored machine operations to ensure zero defects, making modifications to the machine program as required per job order, consistently achieving targeted objectives
- Initially selected for temporary assignment through a staffing agency but was hired long-term as a CompuMail employee based upon strong work ethic, proficiency with multiple machines, and other performance metrics

**EDUCATION**

***GED, 2011***

State University of New York at Albany, Albany, NY