

Amber Robeck

312 Birch Street South, Hackensack, MN 56452 ♦ 218.536.9087 ♦ arr5533@gmail.com

[LinkedIn](#)

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PERSONAL STATEMENT

As a loyal employee, I appreciate long-term employment with a company that will utilize and improve my skills while allowing me to grow professionally.

SKILLS

Loyal	Detail oriented and hard-working
Exceptional problem solver	Verbal and written communication skills
Mechanical ability	Understand the balance between speed and quality
Strong computer skills - Microsoft	
Excellent at reading measuring tools	

PROFESSIONAL EXPERIENCE

Production

- Provide support to management for new startup operations
- Created standard operating procedure books and troubleshooting guides
- Manage cycle time studies increasing production
- Train employees on everyday tasks for running machines, documenting process changes and quality control
- Operate specialty machines
- Maintain and monitor machines ensuring they are operating efficiently and within specifications
- Adjust and troubleshoot machines to ensure high quality is maintained
- Accurately document production and waste
- Operated injection molding machines
- Set-up and changed mold in machines according to schedule requirements and part production
- Loaded machines with material to ensure efficiency

Retail

- Operated cash register, accepted cash payments, calculated change, processed credit/debit cards and issued receipts
- Greeted customers professionally and timely
- Answered customers' questions and concerns respectfully to ensure repeat business
- Replenished stock, rotated products and maintained displays and shelves

WORK/VOLUNTEER HISTORY

Caregiver, Birchview Gardens, Hackensack, MN
Supervisor/Production Lead, Mann Lake LTD, Hackensack, MN
Cashier/Clerk, City of Hackensack Liquor Store, Hackensack, MN
Production/Production Lead, Worldwide Dispensers, Lester Prairie, MN
Event worker, Special Olympics, St. Peter, MN and Metro, MN

EDUCATION

Full-stack Web Development, University of Minnesota, Minneapolis, MN
Plastic Manufacturing, Hennepin Technical College, Brooklyn Park, MN
GED, South Central College, Mankato, MN