Kara Cooper

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# Education

## High School diploma | 2015 | granite falls high school

* Honor Roll 2+ years
* GPA 3.4
* Granite Falls Food Drive Coordinator
* Teachers Assistant 2 years
* Volunteered with multiple school events

# Skills & Abilities

* Great time management
* Teamwork Skills
* Able to work under stress/pressure
* Organized and clean
* Outgoing
* Optimistic
* People/communication skills
* Self-motivated
* Proactive
* Pays attention to detail
* Punctual, always on time and prepared
* Mechanical Skills

# Experience

**Iron Fabricator | Walters & Wolf | 1/19-10/19**

* Used circular saws to cut aluminum according to blueprints and workorders
* Kept inventory of all metal used and scrapped
* Operated CNC machines to mill, miter and cut aluminum to spec
* Experience with table saw, handheld tools, CNC, sander, cutting disk, and drill press
* Kept work area clean and organized
* Practiced safety as the number one priority

## Internal Cabin Structures | Zodiac Aerospace | 7/18-9/18

* Applied tedlar to carbon fiber structures for 787 and 777 parts
* Heat treated to carbon fiber in the oven going up to 900 degrees
* Detailed tedlar to carbon fiber after heat treatment with exacto knife
* Paint sprayer trained and respiratory mask trained

## material handler | xpo logistics | 3/18-5/18

* Handled all of the Boeing 787 airplane parts
* Inventory, put away, kitting and receiving
* RF Trained

## Sales Representative | the love zone stores | 8/18-12/18

* Provided great customer service
* Opened, closed and ran store for 8+ hours independently
* Cash handling/deposit runs for the store owner
* Stocked and recovered the product

## commercial sales | Pacific topsoils | 3/17-5/17

* Took orders from customers depending on requested material
* Collected payment on current as well as late orders
* Files invoices, tickets and statements
* Added credit applications to new/existing customers
* A/R and A/P experience

## Line operator | natural factors | 7/16-12/16

* Learned Standard Operating Procedures for every machine in production
* GMP trained
* Analysis of production line efficiency
* Set up various machines for the product requested
* Ran machines throughout every order, troubleshooting and maintenance when needed
* Tracked order supplies, filed the appropriate paperwork and recorded all time spent

## sales associate | old navy | 8/15-7/16

* Worked freight truck: Unloaded boxes, opened, organized and placed product on sales floor
* Facilities: Cleans entire store, makes repairs as needed
* Cashier: Make transactions, sell Old Navy Cards, helps customers as needed with time efficiency, cash

handler

## sales associate | kohls | 3/15-8/15

* Provided great customer service
* Stocked and recovered product
* Worked cash register, made sales, and handled currency responsibly
* Head in Sales for Kohls Credit Cards

# References

# Josh Woods– Former Lead (Walters & Wolf)

425-367-2042