

Finisher/Press Op Finisher/Press Op Fostoria, OH Hardworking, reliable, ability to learn quickly, great attention to detail, strong communication skills, and a variety of experience and education. Graduating with a bachelors degree in psychology and corrections in 2019. Authorized to work in the US for any employer Work Experience Finisher/Press Op Continental Structural Plastics - North Baltimore, OH January 2019 to Present Finish parts, keep track of part #s & defects of parts, run press line, reflash parts Shipping & Receiving Office Clerk Transglobal Door - Carey, OH August 2018 to January 2019 Shipping/Receiving-Computer/office/customer service/data entry - make bills for truck loads, assist with phone calls, emails & shipper/drivers logs, schedule trucks/dispatch Dispatch Clerk Findlay Warehousing - Findlay, OH June 2018 to August 2018 Data entry, communications/transportation, make bills, run reports, various computer/phone duties Production/Inserter Bridgestone APM Company - Upper Sandusky, OH November 2017 to April 2018 Dispatch Clerk Findlay Warehousing - Findlay, OH April 2017 to October 2017 Data entry, communications/transportation, make bills, run reports, various computer/phone duties Medical Receptionist Northwest Ohio Orthopedics and Sports Medicine - Findlay, OH January 2016 to April 2017 Check in/check out patients, run insurance eligibility, medical records, scheduling, collecting co-pays & medical payments, intakes, physical therapy, variety of office duties Front End Developer/Website Design LawyerFind Network - Findlay, OH August 2015 to January 2016 Made websites for lawyers, specific to what each lawyer had wanted. Mainly used HTML to create these websites. Office Assistant - Warehouse Cooper Tire & Rubber Company - Findlay, OH November 2013 to February 2015 Data entry, dispatch/communications/transportation, make bills, run reports, various computer/phone duties Production-Quality/Curing/Assembly Spherion October 2012 to September 2013 Quality - run various tests on parts to ensure they met standards, Assembly/curing lines - run machines, inspect parts, effectively and efficiently Education BA in Psychology/Corrections Tiffin University - Tiffin, OH March 2016 to August 2019 Certification in Information Technologies/Internet Design Apollo Career Center - Lima, OH 2008 to 2010 High School Diploma in Academics Shawnee High School - Lima, OH 2007 to 2010 Skills Shipping/Receiving/Quality/Assembly/Production/Logistics/Manufacturing (9 years), Data

Entry/Office/Dispatch/Telecommunications/Customer Service (10+ years), Computer Programs/Softwares - Microsoft Office, Adobe, SAP, WMS, GP, AS400, HTML coding, etc (10+ years), Warehouse Associate, Shipping Receiving Certifications/Licenses Information Technologies - Internet Design Present Assessments Basic Computer Skills Proficient January 2019 Measures a candidate's ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common computer problems. Full results: https://share.indeedassessments.com/share_assignment/bcnwmzki192vorpg Basic Word Processing Proficiency with Microsoft Word Highly Proficient January 2019 Measures a candidate's knowledge of basic Microsoft Word techniques for word processing, including the use of tools to format or edit text. Full results: https://share.indeedassessments.com/share_assignment/om70mk-sjotlzuzz Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field. Additional Information Very quick learner. Adaptable to my surroundings, strong work ethic, hardworking, reliable, experienced, educated (1 year until bachelors is completed; continuing at least until I get my masters & possibly doctorate), outgoing & team player!

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