28 East Avenue South

Battle Creek, MI 49037

(269) 274-6307

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**Objective**

Detail oriented individual with machine operating experience. Seeking a position as a Machine Operator where I can utilize my strong work ethic and ability to work effectively with a team and with minimum or no supervision.

**Education & Training**

Davenport University, Battle Creek, MI, 1995-1997, Minor: Business

Kellogg Community College, Battle Creek, MI, 2000-2001, Minor: Nursing

**Professional Experience**

**Team Leader** July 2011 to current

TRMI

Battle Creek, MI

* Manage and lead a team of employees
* Communicates company goals, safety practices and deadlines
* Keeps management updated on team performance
* Makes sure orders are shipped out in a timely manner

**Machine Operator** June 2012 to March 2013

II Stanley

Battle Creek, MI

* Used precision tools
* Inspected parts
* Attained production goals
* Maintained a clean and safe workplace
* Trouble shoot and resolved problems
* Quality control

**Machine Operator** April 2010 to June 2012

Bentler

Galesburg, MI

* Assembled components as dictated
* Performed repetitive operations of loading and unloading parts
* Inspected parts and assembled into process modules
* Followed all safety guidelines and procedures

**Quality Inspector** March 2008 to April 2010

Gallagher Uniform

Battle Creek, MI

* Inspected and approved incoming materials
* Conducted visual and measurement tests
* Rejected and returned unacceptable materials

**Relevant skills**

**Personal skills**

* Strong minded
* Persevering
* Quick learner
* Hard working
* Experienced
* Loyal

**Professional skills**

* Microsoft Office (Word, Power Point, and Excel)
* Customer Service and Sales
* Type 50 wpm

**Summary of Qualifications**

My experience includes the ability to identify customer problems, come up with the best possible solution, and implement the process, all while working as a team. In addition, I can stay focused on assigned tasks and complete them by the deadline. I can work with little to no supervision and I am an experienced multi-tasker, which allows me to handle multiple tasks at a time with efficiency.