

Vanessa Alexander

Anderson, SC

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WORK EXPERIENCE

CNC Machinist

Borg Warner - Seneca, SC - May 2015 to Present

Responsibilities

I am responsible for maintaining a safe and clean work environment by participating in Safety Walks at the beginning of my shift. I am also responsible for efficiently operating several machines in department 126 so that production goals are met. I am also responsible for recording downtimes and making sure that issues are resolved in a timely manner by my self or M3 or Maintenance. I am also responsible for performing quality checks and evaluations on parts ran on machines I am running during my shift. I am also responsible for reporting any issues found to a Team Leader, M3, or Quality Technician. I am also responsible for performing off sets and tool changes on machines. I am also responsible for properly using gages and other measurement materials to assure quality is met.

Accomplishments

I have been suggested from a Team Leader to apply for a full time position at Borg Warner because of my work performance.

Skills Used

Effective machine operation and quality inspection. I also display the ability to work alone or work exceptionally well with others.

Personal Assistant

Mary Rafay - Simpsonville, SC - August 2013 to September 2014

Responsibilities

Schedule appointments and meetings. Helped with planning events and pre-screened employees for several event functions. Communicated with clients about questions or event changes. Helped to set up events and maintain communication with vendors for proper and timely set-up.

Accomplishments

I have been a great asset and stress reliever to Mrs. Rafay. I have been able to maintain a smooth flowing working environment for her while always being punctual and efficient in my work.

Skills Used

I have learned to multi-task efficiently as well as how to communicate effectively with a variety of different people from different backgrounds. I also have excellent planning skills. I also know how to properly evaluate potential employees for different jobs.

Machine Operator

Glen Raven - Anderson, SC - June 2012 to July 2013

Responsibilities

Operate three doubler machines during a twelve hour shift in the yarn producing plant area. Also maintain a clean and safe working environment.

Accomplishments

I was considered for a promotion to become a twisting machine operator.

Skills Used

I was efficient with speed and production. I was able to adapt new concepts on different jobs in a timely manner and efficiently. I was punctual in coming to work on each assigned day.

Machine Operator

Plastic Omnium - Anderson, SC - April 2011 to May 2012

Responsibilities

Operated Husky Machines in the injection molding department. I worked with cutting tools and pencil torches in order to manufacture BMW car parts. I also had to quality inspect each part for proper size and any apparent defects on parts. I also recorded any defects found and the amount of scrap material created each shift using a computer program.

Skills Used

I was an excellent quality inspector and fast paced machine operator.

Bakery Helper/ Machine Operator

Anderson Bakery - Anderson, SC - June 2010 to April 2011

Responsibilities

I was a machine operator on the bread line. I was responsible for operating a mixer, a dough cutter, and divider machines.

I was a bakery helper on the muffin line where I was responsible for sorting and packaging english muffins. I also was responsible for finding defective product and disguarding them. I also helped to maintain a clean work environment.

Skills Used

I was a very fast paced and thorough worker.

Waitress/Hostess

IHOP Restaurant - Anderson, SC - October 2008 to June 2010

Responsibilities

I provided excellent customer service to customers while maintaining accuracy of orders.

Accomplishments

I became a waitress staff trainer

Skills Used

I was able to work in a fast paced environment and maintain customer satisfaction throughout each work day.

Recruiter

TLB Systems - Anderson, SC - April 2008 to October 2008

Responsibilities

I was responsible for recruiting and training employees on how to go door to door and sale Kirby vaccum cleaners. I also was responsible for training employees how to properly assemble and operate vaccums. I also monitored sales activity in the field and offered help to new employees having any concerns or troubles. I also maintained employee records and sales records in the office and performed clerical duties.

Skills Used

I was able to be very flexible and multi-task effectively.

EDUCATION

Medical Assisting

Forrest College - Anderson, SC

2014 to 2015

High School Diploma in Honor Studies

T.L. Hanna High School - Anderson, SC

2003 to 2007

SKILLS

Customer Service, Computer efficient, Can finish task quickly and efficiently, open to learning new things, recruiting, machine operation, quality inspection

ADDITIONAL INFORMATION

Honor Graduate from T.L. Hanna High School 2007

National Merit Scholar