

Victor Austin

Chicago, IL 60615

victor_austin77@yahoo.com

(773) 495-6595

Authorized to work in the US for any employer

Work Experience

Product Distribution Associate

Heartland Blood Centers - Chicago, IL

November 2014 to April 2018

- Communicate with hospitals to ensure blood product inventory is optimal
- Adhering to quality standards and practices to keep products safe for patients.

Driver

Panera Catering - Chicago, IL

October 2009 to November 2014

- Assembled catered food orders and verified all items were accounted for.
- Delivered and setup food in a very courteous and timely manner.

Production Operator

Panduit Corporation - Burr Ridge, IL

August 2006 to July 2009

- Assembly and packaging of computer networking devices and hardware.
- Operate various high-speed packaging machinery.

Quality Control Specialist

First Capital Mortgage - Chicago, IL

January 2003 to August 2006

- Performed Quality Assessments on Mortgage Files to assure completion and government compliance.
- Communicate file deficiencies with Branch Managers and Mortgage Consultants via phone and email across the United States.

Education

Chubb Institute - Chicago, IL

August 2002 to September 2003

Calumet High School - Chicago, IL

September 1991 to June 1995

Skills

INVENTORY, PACKING, MICROSOFT OFFICE

Additional Information

SKILLS:

- Inventory • Windows OS • Machine Operator
- Microsoft Office • Packing • Office Equipment