

Kathleen Schultz

Production Machine Operator - Dickten Masch Plastics

Jackson, WI

kschultz663@gmail.com - 262-993-5741

WORK EXPERIENCE

Production Machine Operator

Dickten Masch Plastics - Nashotah, WI -

July 2014 to Present

Operate machines or assembly to make parts or products

- Read work orders, work instructions, formulas or processing charts
- Maintain production documentation
- Position and secure inserts, hand loads and work pieces on machines
- Remove finishes products from machines, using hand tools, air hoses and other equipment
- Measure and visually inspect products for surface and dimension defects in order to ensure conformance to specifications, using precision measuring instruments
- Maintain Techniplas and customer quality standards
- File, debur, sand, grind or polish metal or plastic objects
- fill in appropriate information on labels and associated documentation needed on products when necessary
- Knowledge of raw materials, production processes, quality control, costs and other techniques for maximizing the effective manufacture and distribution of goods
- Final packaging of products for shipment
- Responsible for clean up procedures
- Training new employees on proper procedures and techniques
- Perform re-work duties as assigned
- Relieve other operators for breaks as needed
- Act as a back up to the inspector whenever necessary

Deli Clerk

Jacobson Brothers Meats & Deli - Brookfield, WI -

January 2012 to January 2014

Ensure food is prepared according to specifications and proper food handling procedures are followed

- Orchestrate inventory levels, place food and supply orders, maintain good working relationships with vendors
- Ensure excellence in customer service and deal with any complaints

Caretaker, Caretaker

Milwaukee, WI -

January 2008 to January 2011

Bathed elderly

- Fed elderly
- Ensured they had the correct medications at correct times
- Took care of shopping needs
- Ensured house was in particular order

Assistant Manager

Burger King - Milwaukee, WI -

July 2002 to January 2008

Manage the cash management process-cashiering, cash counting and reconciliation, and bank deposits.

- Train crew members on all functions including food prep, proper food handling procedures, cash handling, cashiering, and customer service
- Manage staff-including scheduling, time reporting, coaching and discipline
- Ensure food is prepared according to specifications and proper food handling procedures are followed
- Ensure excellence in customer service by all crew members and deal with any complaints
- Orchestrate inventory levels, place food and supply orders, maintain good working relationships with vendors

Cashier Shift Supervisor

Kmart - Milwaukee, WI -

January 1998 to January 2001

Provided excellent customer service in both the returns and cashiering areas

Factory Worker

Hinz Machine Shop - Franklin, WI -

January 1996 to January 1998

Operated CNC to cut metal and plastic parts for rotors

- Deburred parts for quality control
- Conducted chemical wash of parts prior to shipping

Crew Member

Burger King - Waukesha, WI -

January 1986 to January 1987

Prepared food according to specifications utilizing proper food handling procedures

EDUCATION

High school or equivalent

SKILLS

CUSTOMER SERVICE (10+ years), RECEPTIONIST (10+ years), RETAIL SALES (10+ years), VERY ORGANIZED (Less than 1 year)

ADDITIONAL INFORMATION

SKILLS

- Good leader/ Coach
- Excellent customer service
- Very organized
- Accuracy/Attention to detail
- Quick learner

- Hard worker
- Operation Monitoring
- Operation and Control
- Active listening
- Critical thinking