

Geneka Walton

Machine Operator

Hartford, WI
wgeneka@gmail.com - 2622080688

WORK EXPERIENCE

Machine operator B

Menasha Packaging Company, LLC - Hartford, WI -

January 2018 to Present

Cut card board sheet for each job, do computer work for each job, down pile card boards at end of line, feed card board into machine, set up jobs

Wax Operator

Signicast Corporation - Hartford, WI -

September 2016 to October 2017

Hang moles, assembly parts, grind parts, change dyes for different jobs, exc

Finishing Operator Assistant

Quad Graphics - Sussex, WI -

October 2010 to September 2016

- Supervising staff and team.
- Properly labeling products to be shipped.
- Adjusting and preparing machine equipment for the next shipment to be produced.
- Entering staff time for payroll.
- Loading product into the machine equipment properly.
- Loading products onto skids properly for safety precaution and shipping.

Receptionist

Fade Master Barbershop - Milwaukee, WI -

January 2004 to March 2011

- Provide effective and precise communication to customers and staff.
- Handle cash register.
- Stocking products on shelves.
- Sale shop products to customers.
- Develop relationships with customers, staff and faculty.
- Assist staff with scheduling.

Founder/CEO

Kevion's Kreative Kids - Milwaukee, WI -

June 2002 to November 2010

- Manage operational budget to maintain monthly financial goals.
- Manage payroll and bookkeeping.
- Advertised and promoted business.
- Owned and operated childcare business.
- Supervised employees and students in care.
- Pre-plan daily curriculum activities, field trips and daily nutritious meals.
- Develop relationships with parent/guardian of child being cared for.

Data Entry Clerk

SM&P Utility Resources - Milwaukee, WI -

October 1999 to October 2001

- Performed administrative work, i.e. filling, answering customer's questions and concerns, paperwork.
- Entered codes for billing process.
- Entered labor performed by general contractors.
- Responsible for reviewing and processing new account information.

Geneka

Walton

Objective

To obtain an internship that will allow me to bring enthusiasm, dedication, responsibility, and good work ethics to the work place. Dedicated to learning and utilizing learned skills in the workplace.

EDUCATION

Pulaski High School - Milwaukee, WI

2003

Regency Beauty School - Greenfield, WI

SKILLS

40 WPM (Less than 1 year), Assembly (Less than 1 year), Assembly Line (Less than 1 year), customer relations (Less than 1 year), Data Entry (1 year)

ADDITIONAL INFORMATION

Technical Skills

Proficient in Microsoft Word, Excel, PowerPoint, Access, Internet navigation and research.

Typing 40 WPM

10 Key Data Entry

Assembly Line Work

Professional Skills

- Managerial skills.
- Maintain a high level of quality assurance. Processed data with accuracy.
- Ability to follow instructions well and make effective autonomous decisions.
- Organizational skills.
- Maintain excellent customer relations and developed customer rapport.