**Alexis Boyle**

**Racine, WI**

[**Le**](mailto:Lexglori01@gmail.com)[**xglori01@gmail.com**](mailto:xglori01@gmail.com)

**262-497-7003**

**Work Experience:**

**Assembler/Production/Water Spider**

**Cree**

**Sturtevant, WI**

**July 2017 to Present**

Assembles a machine or its parts;Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area. Completes deliveries by driving truck or van to and from vendors. Maintains truck or van by completing preventive maintenance requirements; arranging for repairs

person in a warehouse or production environment who is tasked with keeping work stations fully stocked with materials, thus controlling the continuous flow of productivity.

**Warehouse Worker**

**Andis Company**

**Racine, WI**

**October 2016 to May 2017**

Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area. Completes deliveries by driving truck or van to and from vendors. Maintains truck or van by completing preventive maintenance requirements; arranging for repairs.

**Custodian**

**SBM**

**Racine, WI**

**February 2013 to August 2016**

spend their days picking up trash, sweeping, mopping, vacuuming, or using industrial cleaning equipment to clean floors, cleaning and stocking bathrooms, making sure buildings are secure, cleaning windows, and minor building maintenance and repairs

**Packer**

**Sanmina Corporation**

**Kenosha, WI**

**October 2012 to January 2013**

Be On-Time. Remain proffessional even in stressful situations. Wear all saftey equipment and follow all saftey regulations and procedures. Sit or stand for long periods of time (8hrs-10hrs a day) . Be able to lift up to 50lbs and abke to bend twist and squat for long periods of time numerous of time throughout the day. To pack and handle merchandise with care and stack boxes safely.

**Production Worker Warren**

**Racine, WI**

**May 2011 to August 2012**

Responsible for the gross visual inspection, packaging, labeling and material handling for the injection molding parts. Bags of parts are to be taken off the pipe at the specified fill level. Boxes/ totes are

to be removed from parts chutes at the machine once it is filled. Parts are to be correctly labeled, free of mixed parts and free of visual defects. Samples are to be delivered to inspection on time and attendant advises inspectors when a defect is detected visually. Performs other duties and responsibilities assigned by staff on a need basses. Prepare work to be accomplished by studying

assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials. Positions parts and subassemblies by using templates or reading measurements.

**Customer service**

**Walmart Supercenter**

**Sturtevant, WI**

**June 2010 to January 2011**

Resolve customer complaints via phone, email, mail, or social media.

Use telephones to reach out to customers and verify account information. Greet customers warmly and ascertain problem or reason for calling.

Cancel or upgrade accounts.

Assist with placement of orders, refunds, or exchanges. Advise on company information.

Take payment information and other pertinent information such as addresses and phone numbers. Place or cancel orders.

Answer questions about warranties or terms of sale. Act as the company gatekeeper.

Suggest solutions when a product malfunctions. Handle product recalls.

**Customer Service Associate**

**Dollar Tree**

**Racine, WI April 2010 to July 2010**

Resolve customer complaints via phone, email, mail, or social media.

Use telephones to reach out to customers and verify account information. Greet customers warmly and ascertain problem or reason for calling.

Cancel or upgrade accounts.

Assist with placement of orders, refunds, or exchanges. Advise on company information.

Take payment information and other pertinent information such as addresses and phone numbers. Place or cancel orders.

Answer questions about warranties or terms of sale. Act as the company gatekeeper.

Suggest solutions when a product malfunctions. Handle product recalls.

**Education:**

High school or equivalent

William Horlick High

Racine, WI 2010 to 2012

# Skills

Fast Paste, Professional, On-Time, Friendly, Passionate, Great Communication skills, Multi Tasking skills, Independent, Strong, Forklift, Assembly Line, General Labor