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**KEY COMPETENCIES**\* Management of Material Resources   
\* Management of Personnel Resources   
\* Time Management   
\* Operation and Control   
\* Equipment Selection   
\* Equipment Maintenance   
\* Repairing   
\* Active Listening   
\* Service Orientation   
\* Instructing   
\* Critical Thinking   
**TOOLS & TECHNOLOGY**\* Barcode Scanners   
\* Credit Card Processing Machines; Magnetic Card Readers; PC Magnetic Card Readers   
\* Telecheck Processing Terminals   
\* Cash-stand   
\* Money Order Machines   
  
**PROFESSIONAL EXPERIENCE**  
**Staffing Partners   
Milwaukee, WI   
Package Handler   
June 2006 - Present**  
\* Verify the contents of inventory loads against shipping papers   
\* Load and unload trucks, vans, or automobiles   
\* Attach identifying tags to containers or mark them with identifying information   
\* Attach identifying tags to containers or mark them with identifying information.   
\* Assemble product containers or crates, using hand tools and precut lumber.   
\* Load and unload ship cargo, using winches or other hoisting devices.   
\* Maintain equipment storage areas to ensure that inventory is protected.   
  
**Staffing Partners   
Milwaukee, WI   
Machine Operator   
June 2006 - Present**  
\* Observe machine operations to ensure quality and conformity of filled or packaged products to standards.   
\* Adjust machine components and machine tension and pressure according to size or processing angle of product.   
\* Tend or operate machine that packages product.   
\* Remove finished packaged items from machine and separate rejected items.   
\* Stop or reset machines when malfunctions occur, clear machine jams, and report malfunctions to a supervisor.   
\* Stock and sort product for packaging or filling machine operation, and replenish packaging supplies, such as wrapping paper, plastic sheet, boxes, cartons, glue, ink, or labels.   
\* Inspect and remove defective products and packaging material.   
\* Clean and remove damaged or otherwise inferior materials to prepare raw products for processing.   
  
**Staffing Partners   
Milwaukee, WI   
Security Guard   
June 2016 - August 2016**   
  
\* Greeted people and assured that guests were not bringing inappropriate items   
\* Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.   
\* Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.   
\* Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.   
\* Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.   
  
**Walmart   
Milwaukee, WI   
Cashier   
January 2016 - April 2016**  
\* Issue receipts, refunds, credits, or change due to customers.   
\* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.   
\* Greet customers entering establishments.   
\* Answer customers' questions, and provide information on procedures or policies.   
  
\* Weigh items sold by weight to determine prices.   
\* Bag, box, wrap, or gift-wrap merchandise, and prepare packages for shipment.   
  
**WB Bottles   
Milwaukee, WI   
Machine Operator   
June 2013 - January 2014**  
\* Operated machine that printed paint on plastic and glass bottles   
\* Observe machine operations to ensure quality and conformity of filled or packaged products to standards.   
\* Adjust machine components and machine tension and pressure according to size or processing angle of product.   
\* Tend or operate machine that packages product.   
\* Remove finished packaged items from machine and separate rejected items.   
\* Stock and sort product for packaging or filling machine operation, and replenish packaging supplies, such as wrapping paper, plastic sheet, boxes, cartons, glue, ink, or labels.   
  
**VOLUNTEER WORK   
  
\* Volunteer: St. Lukes Hospital; Milwaukee, WI - 2009   
  
ACCOMPLISHMENTS & AWARDS   
  
\* Professional Development , 2018   
  
EDUCATION & TRAINING   
  
\* High School, Social Development Commission (SDC), December 2010**