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| **mICHELLE rIDER**  (812) 604-3390  [michelle.e.rider@gmail.com](mailto:michelle.e.rider@gmail.com) |

Experienced manufacturing operator seeking long term production position

EXPERIENCE

**On Site Shift Coordinator and Recruiting Specialist March 2017- Current**

Effex Management Solutions

* Oversaw 100+ employees at Gibbs Die Casting Plant
* Entered and verified each employees time then reconciled for payroll submission weekly
* Coached employees on company policies and disciplined when necessary
* Held daily meetings with Program Manager to discuss shift staffing needs
* Determined applicant qualifications by interviewing applicants, verifying references, and comparing qualifications to job requirements
* Compiled, completed and entered new hire paperwork in payroll system
* Verified hire date and processed government paperwork information for current and past employees

**Office Manager June 2016- Feb 2017**

HR Connects LLC

* Was responsible for 6 client accounts while also performing as office manager
* Determined applicant qualifications by interviewing applicants, verifying references, and comparing qualifications to job requirements
* Held daily meetings with clients to discuss staffing needs and current candidates
* Attracted applicants by placing job advertisements, using newsgroups and job sites.
* Oversaw reception area, including greeting visitors, answering phones, assisting applicants with applications and general questions
* Compiled, completed and entered new hire paperwork in payroll system
* Verified hire date and processed government paperwork information for current and past employees

**Payroll Assistant and Office Manager June 2015-Jan 2016**

Ray’s Heating and Air (HR Connects)

* Processed A/P accounts totaling $60,000 + monthly using QuickBooks Pro
* Investigated invoice discrepancies and resolved problems with vendors
* Set daily maintenance and service call appointments
* Processed weekly payroll

**Tax preparer and Administrative Assistant** **Jan 2015 – April 2015**

Victor Aydt CPA, CFE

* Prepared individual and business tax returns using TaxACT electronic filing software
* Extensive use of Excel, Word, and Outlook for tax reconciliation and customer contact

**Billing Specialist I March 2014-June 2014**

Vectren Corp, Evansville, IN

* Analyzed, recalculated and rebilled zero balance bills using Vectren program, Kubra Docs
* Entered 300+ customer’s zero bill information into data base on daily basis
* Assisted IT specialist in redesigning customer information spreadsheets and databases

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**Plastics Production Team Leader June 2011 – Feb 2013**

Toyota Motor Manufacturing Indiana (TMMI), Princeton, IN

* Prepared daily production schedule for five team members, maintained daily timesheets, and verified vacation and personnel day availability
* Oversaw new team member orientation, including training new team members and assisting current team members on team processes
* Revised old and implemented new work processes, increasing productivity and reducing overtime
* Generated and presented daily, weekly, and monthly progress reports to management on team member activity and production and outcomes of quarterly special projects
* Held daily communication meetings with team members and team leader counterparts detailing current activities, goals, and progress

**Plastics Production Team Member Dec 2009-June 2011**

Toyota Motor Manufacturing Indiana (TMMI), Princeton, IN

* Loaded, prepared, and inspected raw and finished Sienna van bumpers and rocker panels
* Assembled Sienna van right hand quarter trim panels
* Welded, painted, and inspected Sienna van instrument panels
* Troubleshot and repaired paint robots, car bumper transfer system, and instrument panel production line

**Assembly Operator Jan 2009- Dec 2009**

Whirlpool Corp

* Assembled casing for 50 lb. ice maker, including insertion of pop rivets and connection of auxiliary plastic parts
* Spot welded wires, resisters, and chips onto electronic equipment

**Extrusion Operator Jan 2007-Nov 2008**

Westech Building Products, LLC

* Set-up, started up, ran, and tore down plastic fencing extrusion line
* Packed, shrink wrapped, and labeled fencing bundles

**QA Tech/Batching/ Production June 2004- Dec 2006**

Ameriqual Foods and Packaging

*QA Tech:*

* Performed quality checks on raw food materials, packages in process, and finished products
* Performed pre-operational inspection on all operating equipment
* Evaluated raw material and on hold product and suggest disposition
* Entered all data and prepared reports as necessary

*Batching:*

* Obtained proper ingredients by verifying item and lot numbers specific to the product
* Weighed ingredients following written procedures and using proper Good Manufacturing Practices
* Documented all lot numbers and any lot number changes
* Used different machinery to aid in weighing ingredients:
  + Hydrauflakers
  + Murzan Pumps
  + Grinders

*Production:*

* Inspected and packaged in-process and finished products

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**Baker/Bagger/Shipping Clerk Nov 2002-June 2004**

Lewis Bakery

*Baker*

* Set-up, adjusted, and operated a variety of mixing and blending equipment.
* Verified, weighed, and scaled ingredients.
* Combine all raw materials in proper sequence and sign off that each ingredient has been added and processed for the correct amount of time
* Rotate mixed ingredients back and forth to each line to the pace set by the Oven Leader.
* Complete and deliver all Formula Sheet to the Production Manager

*Bagger*

* Bagged and loaded bread onto trays
* Setup bagger carriage and slicer (deli and standard) in less than 10 minutes
* Performed bread bag changes in less than 1 minute
* Performed all needed sanitation cleans and detailing to slicer and bagger

*Shipping Clerk*

* Picked bread orders according to pick ticket and racked for shipping
* Verified and kept accurate records of incoming and outgoing shipments.
* Compared identifying information and counts of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records
* Examined incoming shipments, rejected/reported damaged items, and recorded shortages
* Maintained computer automated inventory and management system to ensure actual physical inventory matches database logical inventory.

**Machine/Overcap/Printing operator Feb 1999 -May 2002**

Berry Plastics

*Machine operator*

* Performed production verifications and visual inspections of parts at start of order and each shift
* Inspected parts on conveyor belt and did QA checks when needed
* Placed completed boxes on skids and individual parts in totes or on tray packs
* Placed rejected parts in a scrap box or tote
* Completed the corresponding paperwork for each order
* Assisted lead man in machine startups, shutdowns, line clearances, and kept machine downtime to a minimum.

*Overcap operator*

* Ran cap silkscreen process from start to finish
* Changed silkscreens and caps in between and after every order
* Compared and approved print quality was within specified limits of the tri-fold color range.
* Loaded and unloaded labeler machine with correct labels for order
* Calculated the number of parts needed to complete the order
* Placed completed boxes on skids and individual parts in totes or on tray packs
* Placed rejected parts in a scrap box or tote
* Completed the corresponding paperwork for each order

*Printing operator*

* Read and interpreted print job orders and set up printing press accordingly
* Facilitated print press process from start to finish
* Changed all plates and/or materials in between orders
* Performed all required Quality Control inspections
* Performed trouble shooting, repaired, and performed light maintenance on printing press

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# EDUCATION

Bachelor of Science in Business Administration, CPA concentration

*Indiana University Richmond*  Expected May 2018

Associate of Science, Business Administration May 2013

*Ivy Tech Community College Southwest*