**Tracey Dunfee**

**weiserlady08@yahoo.com**

**319-899-0656(mobile)**

**6676 32nd ave lot 29**

**Shellsburg, IA 52332**

**Experience:**

**Production Machine Operator**

**Aura Cacia**

**5398 31st ave**

**Urbana, Iowa 52345**

**Deb Sullivan**

**319-443-4372**

**January 2010 - present**

**Urbana, Iowa**

I run a bottling machine. It fills half ounce and quarter ounce square glass bottles. They then get date coded, labeled and packed up in either twelve or twenty four pack cases in which go across the case writer then put on a cart or get stacked on a pallet and taken to permanent location or overflow

**Production Machine Operator**

**Frontier Co-op**

**April 2008 - January 2010**

**Norway, Iowa**

I cut, cleaned and sifted any and all herbs and spices that didn't meet quality assurance specifications whether bought in or bulk

**Assembly/production operator**

**Rockwell Collins**

**February 2008 - April 2008**

**Coralville, Iowa**

I have recently started with them I have been learning to run an automated axial machine. It is a machine that puts parts on a computer board. It is a lot of computer work and quite interesting, they build computer boards for government contracts and aviation also commercial businesses.

**Processing Operator**

**Frontier CO-OP**

**February 2006 - April 2008**

**State:Iowa**

I operate two cutters in which I use to cut spices and herbs to certain specifications set forth by the quality control office.I also clean and sift the products with two other machines in my area.I can also create new cuts and cleaning with the guidance of the qa office.I work closely with qa to make sure the specs are correct in which they have set forth for the products of the company and also discuss new ways to improve the quality of the products.I also work with new products to see if it can be done at our company for the purpose of possibly saving the company dollars.

**Production worker/shipping and receiving**

**Aura Cacia**

**October 2004 - January 2006**

**Urbana, Iowa**

I worked for Aura Cacia for a year and three months, I have learned how to run the chase line which in turn fills and caps and labels 0.5 oz bottles and I also have learned to do oil blends and i also pull,box,and ship ups and distributor orders and i also work on the omni line filling bottling and labeling there also. I also worked with Erin in QA very closely because I also mixed oils and had to follow the recipes for the different scents that is provided through the company.

**Shoemart Manager**

**meldisco/footstar**

**July 1998 - October 2004**

**State:New Jersey**

I take care of all the freight,scheduling reports.I do customer services and manage part time associates.I do all the hiring and firing and any counseling statements as needed.I do layouts and put freight out accordingly.

**Cashier**

**Hy Vee**

**December 1999 - May 2003**

**Waterloo, Iowa**

I checked people out at the register and bagged their groceries.I also had alot of customer service there and put stock on the shelves.

**Education:**

Reach Your Goals

Certification

July 1995

Waterloo East

High School or equivalent

May 1986

**Interests:**

camping,fishing,outdoors,spending time with my kids doing family things

I like to mess around and try my luck at planting flowers every year

**Languages:**

English ( Advanced )

**References:**

Wyatt Kerns

319-236-0709

Margo Roder

Teacher , Waterloo Schools

3192329285

Roger Youngblut

District Manager , Meldisco- 563-391-8392

563-343-0661

yngblt@aol.com

Tina Collingwood

production worker , Frontier

319-558-8080

Kathy Schulte

Quality Assurance , Frontier

319-227-7996 ext. 1209

Regis Zweigart

Building Maintenance , Frontier

319-721-1265

Becky Robertson

Distribution Aura Cacia

319-443-3043/ 319-558-7809