**Vickie Brown**

**Racine, WI 53402** [**vkbr**](mailto:vkbrown53402@hotmail.com)[**own53402@hotmail.com**](mailto:own53402@hotmail.com) **(262) 997-8833**

# **Education**

## Some college

# **Work Experience**

**Production Control Clerk** Warren Industries - Racine, WI December 2016 to February 2017

Maintained daily attendance records and e-mailed to HR.

Verified hourly production numbers and entered into Excel spreadsheet. Generated daily inventory reports for Production Supervisors and Plant Managers.

Copy, fax, e-mail and file all daily reports regarding inventory, attendance, and production. Proficient in all Microsoft office software and applications.

Entered production and inventory information into database.

## Machine Operator/ Assembly

InSinkErator - Racine, WI June 2012 to October 2015

Performed hand and automatic assembly operations on garbage disposal units at various stages by using machinery, hand tools and blueprints.

Strong mechanical aptitude; used mechanical gauges and test equipment. Assess work for errors or compliance issues and make corrections.

Adhered to safety guidelines and SOPs.

Kept work area neat and free of unnecessary debris. Assisted co-workers with other duties as needed.

Good hand-eye coordination and dexterity.

## Shipping Coordinator/ Human Resource Assistant/ Receptionist

Heitink Group, Inc - Bloomington, IN July 2007 to September 2011

Obtain customers' names, addresses, billing information, specifications of items ordered and entered into database.

Created and implemented a streamlined order tracking system to ensure customer satisfaction. Prepared contracts, invoices, BOL's, packing lists and all other necessary shipping documents.

Inform customers by telephone, email and fax of order information, such as unit prices, shipping dates, and delays.

Confer with production, sales, warehouse and trucking companies to expedite or trace shipments. Operated forklift.

Assisted in Human Resources with attendance, payroll, and maintaining OSHA and MSDS manuals.Answered multiline phone system; directed all calls to appropriate department.