

SAN LY

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PROFESSIONAL SUMMARY

Organized Operator skilled in equipment operation, safety and quality initiatives. Experienced with equipment maintenance, inspections and basic repairs. Team player and clear communicator. Committed [Job Title] with strong production background. Focused on maintaining team safety and meeting challenging performance targets. Skilled in managing supplies and keeping line moving smoothly. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level [Job Title] position. Ready to help team achieve company goals. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

SKILLS

- Materials Inspection
- OSHA Guidelines
- Teamwork and Collaboration
- Machinery Operation
- Quality Inspection
- Strong Work Ethic
- Material Loading and Unloading
- Good Communication
- Product Assembly
- [Language] Fluency
- Weights and Measurements
- Workstation Equipment Monitoring
- Valid Driver's License
- Material Handling
- Machine Setup and Shutdown
- Teamwork and Coordination
- Safety Compliance
- Hand and Foot Coordination
- Pallet Jacks
- Effective Communication
- Problem-Solving
- Reading and Determining Measurements
- Blueprint Reading
- Safety Standards Compliance
- Teamwork and Communication
- Conveyor System Operation
- Till Counting
- Refund handling
- Cash Drawer Balancing
- Order Taking
- Cash Handling
- Inventory Management
- Daily Reporting
- Cash Register Operations
- Cash register systems
- Merchandise Packaging

WORK EXPERIENCE

03/2020 to 02/2024 **MANCHINCE OPERATOR**

SILENT AIRE – Edmonton, AB

- Consistently met or exceeded performance targets while maintaining strict adherence to health, safety, and environmental regulations.

- Maintained a safe working environment by enforcing strict adherence to safety guidelines and protocols.
- Collaborated with other departments to optimize production workflows.
- Made sure that products were produced on time and are of good quality.
- Inspected products and machines to maintain quality and efficiency.
- Inspected machine parts with measuring tools.
- Maintained knowledge of industry policies and procedures to set up and operate equipment safely.

01/2008 to 02/2010 **Assembly Line Worker**

All Weather Windows – Edmonton, AB

- Maintained open lines of communication with supervisors, providing progress updates regularly while also addressing any concerns surrounding potential roadblocks or challenges faced during the project lifecycle.
- Developed and implemented process improvement strategies.
- Installed, adjusted and repaired automated machines and robots.
- Ensured timely completion of projects by diligently adhering to assigned schedules and prioritizing tasks accordingly.
- Troubleshoot assembly line to repair malfunctions and avoid disruptions.
- Met daily production quotas by working effectively within a fast-paced assembly line environment.

01/2006 to 01/2008 **Warehouse Worker**

BGE FILTER SHOP – Edmonton, AB

- Loaded, unloaded, and moved material to and from storage and production areas.
- Promoted a positive work environment by actively participating in team-building activities and taking initiative in group projects.
- Operated various types of warehouse machinery safely, adhering to all relevant guidelines and protocols.
- Moved furniture and boxes using utility dolly and truck ramp.

01/1999 to 02/2005 **Cook Manager**

SUKIYAKI RESTAURANT – Edmonton, AB

- Maintained effective supply levels by monitoring and reordering food stock and dry goods.
- Ensured timely preparation of dishes for large events, coordinating efforts with front-of-house staff for seamless execution.
- Conducted regular inventory audits to identify discrepancies and prevent stock shortages affecting menu availability.
- Improved team morale by fostering open communication and encouraging professional growth among staff members.
- Oversaw food preparation and monitored safety protocols.
- Trained staff on proper cooking procedures as well as safety regulations and productivity strategies.
- Maintained kitchen cleanliness and sanitation through correct procedures and scheduled cleaning of surfaces and equipment.

- Kept kitchen staff in compliance with safety and food regulations to reduce opportunities for illness or accidents.
- Pitched in to work line during busy periods or in place of sick employees.
- Reduced inaccuracies by carefully counting cash and keeping meticulous records of transactions.

EDUCATION

11/1986

GED

NGUYEN THAI HOC - VIET NAM HOCHIMINH

LANGUAGES

English

 Limited Working

Vietnamese

 Full Professional