Travis A. Hendrickson
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Education:

Bachelors of Science Informatics   Expected Graduation: May 2016
Ira A. Fulton Schools of Engineering
Arizona State University, Tempe, AZ

Technical Skills:

Word, Excel, Outlook, Java, SQL, HTML5, CSS, Javascript, CNC, CMM

Employment:

Precision Technology, Inc, Tempe, AZ   May 2012 - February 2013
Administrative Assistant/Quality Technician
- Sorted hundreds of pieces of tooling by type and size
- Operated CNC machine to produce parts
- Scanned work orders, blueprints, and other documents into the server database
- Performed various office tasks, including filing paperwork, emailing customers, answering the phone, and upgrading workstations
- Wrote work instructions for over 10 different operating procedures based on feedback from other employees and my own experience
- Delivered urgent orders to customers
- Operated CMM machine to ensure quality control

Disability Resource Center, Arizona State University, Tempe, AZ   June 2014 – December 2014
Scanner/Editor
- Converted documents to the appropriate format
- De-bound textbooks using industrial book cutter
- Proofread E-text files
- Created braille and tactile diagrams for visually impaired students

Disability Resource Center, Arizona State University, Tempe, AZ   January 2015 – Present
Braille Team Lead/Supervisor
- Trained new employees on brailling procedure
- Distributed assignments to other Braille team members
- Managed workflow of Braille documents using online database
- Developed and implemented training procedures and manual for future Braille employees
- Oversaw the work of five Braille team members
- Participated in weekly leadership meetings, wrote agendas
- Collaborated with supervisor and other team leads to develop a more efficient working environment