

LYNN M. ROOT

101 Vanderford Lane ♦ Smyrna, TN 37167 ♦ Cell #: 608-774-0419

Email Address: lynn.root37167@gmail.com

<https://www.linkedin.com/in/lynnroot37167> ♦ <http://tlaysia67.wix.com/lynns-resume>

OBJECTIVE

To do the best I can at my job for the benefit of the customer, company and myself.

COMPUTER EXPERIENCE:

Software/ Hardware - Tech Support/ Installations (circuit boards, memory, drives, and fans)

System Settings (DOS BIOS/ WINDOWS 95/98/XP/7)

Designing Websites*, Graphics, Needlepoint Patterns, and Photo Editing.

Moderately to very familiar with the following programs:

MS Windows DOS/ 95/ 98se/ XP/ 7

MS Internet Explorer

ADOBE PhotoShop 7/ Image Ready

MS Office Suite 97sr2/ 2K/ XP/ 2007

WordPerfect (DOS/ WIN)

AGILE Packing Software

MS FrontPage 98/ 2K/ 2002/ XP

Tax Act 2001- 15

KIVA Processing/ Put-away Software

OFFICE EXPERIENCE:

Alpha/ Numeric Filing Systems

Basic A/P and A/R

Alpha/ Numeric Data Entry

Mass Copy and Mailing Projects

Database Management (MS Access)

Fax Machines/ Copiers

Paper/ Online UPS, FedEx, DHL

Travel Arrangements

10-Key Calculator

In/ Outgoing Mail Sorts/ Preparation

Postage Scales/ Meters

RF Scanner

Multiple Phone Lines

Comb Binding Machines (hand/automated)

OTHER EXPERIENCE:

Tools

Hand/ Pneumatic/ Power Tools

Table, Band, Rotary and Jig Saws

Grinders, Sanders, Chisels, Routers,

Drills, Crimpers, Grommet/Snap Press

Spec/ Blueprint Reading

Machines

Box Forming/ Wrapping

Scoring/ Slitting Machines

Beck Sheeter/Power Sheers

Solder Guns and Hot Pots

Sewing Machine

Tempered Presses

Ohm Meters

Micrometers/ Calipers

Post Cure Ovens

Horizon Book Binder BQ-470

Woodworking - built furniture, (bookcases, tables w/drawers, curio cabinet, & Game boards).

Assembled Prefab Furniture/Appliances (ET centers, desks, bookcases, etc, weed eaters, swing sets, etc.)

EDUCATION

Sturgeon Bay High School

Sturgeon Bay, WI

Graduated

1230 Michigan St., Sturgeon Bay WI 54235

1-920-746-2800

6/6/86

Kaplan College

Davenport, IA

1801 E. Kimberly Rd. #2, Davenport, IA 52807

1-877-510-2304

4/15/02 to 4/4/03

Internet and Website Development Certification (Several sites created but all are currently offline)

Websites : 2015 <http://tlaysia67.wix.com/lynns-resume>

ONLINE (Shows Work/ Crafts)

2012/14 www.tlaysiasworld.com

offline (Personal project)

2003 www.vestall.htm - enter via poetryplace

offline (Kaplan project)

2002 www.poetryplace.netfirms.com

offline (Kaplan project)

1999 www.geocities.com/tlaysia.geo

offline (1st website created)

ACCOMPLISHMENTS

My poems "***The White Unicorn**" and "****Standing on the Outside Looking In, Where Do I Fit In?**" were published in the following works as results of poetry contests:

***The Echoes of Silence** © 1995 by Quill Books,

***The Storm Within** © 1995 by the Int'l Library of Poetry

***The Garden of Life** © 1995 by the National Library of Poetry (Selected from the top 3%)

**** Forever Spoken** © 2007 by Int'l Library of Poetry (Editor's Choice, First poem in the book)

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WORK HISTORY

Columbus McKinnon	LaVergne, TN	Assembler / Bagger
Assembly of latch kits and latches onto hooks. Temp Thru A & H Co. 3/20 - 7/15/18 FT - 7/16/19 - 4/3/20		

Manpower Murfreesboro	Murfreesboro, TN	Production Worker
Built various thermostats and control panels at Honeywell Inc. temp - 04/13/16 - 4/13/18		

Staffmark	Smyrna, TN	TLC Operator
Inspected refurbished cell phone and tablets for cosmetic and performance defects. 11/3/15 - 12/31/15		

Wood Personnel Services	Nashville, TN	Packing/ Re-packing
Packing and re-packing food products into retail boxes and cases at Standard Candy Co. 6/27/15 - 8/2/15		

Saks 5TH Ave Distribution Center	La Vergne, TN	Receiving/ Pack & Wrap Associate
Receiving Dept./Processor /Put-away items into KIVA pod system. Seasonal - 11/4/15 - 3/19/15		
Gift wrapped and packed orders to ship per packing label codes using AGILE systems Temp thru Staffmark - 4/17/14 - 5/2/14		

Prologistix	Smyrna, TN	Picker/Packer/Mach.Op
General Office Assistant for Murfreesboro City Schools temp - 7/11/14 - 10/30/14		
Operator of Horizon Book Binder BQ-470 at Lightning Source (LSI Div. of Ingram) temp - 5/18/14 - 7/1/14		
Picked, stocked, packed, shipped orders using RF scanner at Ingram Content Grp temp - 8/14/13 - 9/4/13		

VOLT Workforce Solutions	Smyrna, TN	MetalClad CWB Wiring
Routing/terminating wires in metal cases using pneumatic/hand tools and lugs. temp - 4/22/13 - 7/26/13		

Ogden Mfg / Chromalox Inc	Orfordville, WI / LaVergne, TN	Assembler II
Flexible etched foil/wire circuited heaters using blueprints. Helped correct errors on specs.(10/04 - 1/05) FT - 2/1/05 - 3/1/13		

Panoramic Inc.	Janesville, WI	Machine Operator/Material Handler
Box machine operator, machine setups, inspected boxes, bubble packs, labels and hot stamp emblems,. 8/12/02 - 10/8/04		

Co-Staff Corp.	Janesville, WI	Contract Worker
Collecting data for parts recall, aerosol can assembly line, product packing. 9/4/01 - 8/11/02		

Kelly Services	Janesville, WI	Office Assistant
Tracked shipments, data entry, answered phones, directed drivers by CB. 11/26/01 - 3/1/02		

Waldenbooks	Janesville, WI	Book Seller
Stocked shelves and sold books and calendars, and ran kiosk sales. 9/5/01 - 1/15/02		

Advanced Personnel	Schaumburg, IL	Administrative Assistant
Managed survey results in Excel and Access databases. 4/25/01 - 6/4/01		

Stiver's Staffing	Oak Brook, IL	Administrative Assistant
Shipping, phones, mail, data entry, formatting reports and forms in Excel. 3/1/00 - 3/6/01		

REFERENCES

LISA McCLURE - REGIONAL MDR	(CMCO) 8300 CENTREPOINTE WAY	LAVERGNE, TN 37086	615-558-9003
DEB WOLF - MATERIALS MGR. N. A. W/H OPS	(CMCO) 8300 CENTREPOINTE WAY	LAVERGNE, TN 37086	615-486-3397
Ramarcus Booker - Dept. Lead/ Mgr	(Honeywell) 309 Murfreesboro St.	Murfreesboro, TN 37127	629-201-0147