

# Viral Patel

17 BUCHANAN CIRCLE  
NEWARK, DE, 19702

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(302)897-2844

## SUMMARY OF QUALIFICATIONS:

- ❖ *Excellent interpersonal, communication and organizational skills.*
- ❖ *Computer literate, results oriented, self motivated and a quick study.*
- ❖ *Possess the ability to take control of a crisis situations, work under pressure & handle multiple tasks.*
- ❖ *Ability to work independently or as a part of a team with exceptional work ethics.*
- ❖ *Bilingual in English, Hindi and Gujarati.*
- ❖ *Able to do work in MS Office applications including word, Excel, Power Point.*

## EXPERIENCE:

**W.L Gore – Cherry Hill, MD**

**05/2019 – Present**

Manufacture Technician/ Operator

- ❖ *Learning, practicing, supporting, and teaching the Gore culture*
- ❖ *Setting up, operating, troubleshooting, and maintaining complex process equipment*
- ❖ *Inspecting, testing, and troubleshooting product both on and off line*
- ❖ *Performing detailed and accurate record keeping in a timely manner*
- ❖ *Following work instructions, SOP guidelines, and other modules of the quality system*
- ❖ *Interacting and communicating with a cross-functional group, including shop associates, process engineers, and new-product-development associates*
- ❖ *Multi-tasking and operating several pieces of equipment simultaneously in a safe manner*
- ❖ *Practicing and advocating safety policies*
- ❖ *Working independently as well as in a team*

**Bank of America – Newark, DE**

**03/2017 – 05/2019**

Machine Operator-2

- ❖ *Integral part of a world class statement processing team under Document Fulfillment Services.*
- ❖ *Proficient in 5S and Lean manufacturing principles required to operate fusion high-speed inserters.*
- ❖ *Certified and well versed in all the regulatory safety regulations, departmental policy, and auditory requirements.*
- ❖ *Ensuring statements, inserts and other customer communications are printed in a timely manner.*
- ❖ *Maintained operational accountability by supporting and adhering to quality assurance measures including Quality Control Logs, material safety inspections, and Escalating non-conformities.*
- ❖ *Promoted 360 communications and demonstrate teamwork by training new associates in the safety. features and procedures of machine operations.*
- ❖ *Recipient of multiple Bank of America Global Recognition Awards.*

**Amazon Fulfilment center - Middletown, DE**

**12/2015 – 03/2017**

Associate

- ❖ *Facility Picker*
- ❖ *Quality Ambassador*
- ❖ *Cross trained in ICQA (Inventory Control Quality Assurance)*

**Valero Gas Station- Berlin, MD**

**02/2015 – 11/2015**

Shift Supervisor

- ❖ *Provide excellent customer service in a fast-paced environment*
- ❖ *Order, purchase and maintain inventory*
- ❖ *Conduct shift ending report balance and bank deposits*
- ❖ *Handled high volume of cash and credit transactions*
- ❖ *Responsible for daily cash and credit reconciliation*

**EDUCATION:**

***Wilmington University- New Castle, DE***

**03/2018– Present**

- ❖ *Studying Network Security as a Freshman student*

***Penn Foster Career School- Scranton, PA***

**09/2015- 11/2017**

- ❖ *Studied Automotive Technician*

***Christiana High School- Newark, DE***

**08/2010- 06/2014**

**HONORS AND AWARDS:**

- ❖ *Honors Scholar Student*
- ❖ *Sportsmanship Award 2014*
- ❖ *Perfect Attendance*
- ❖ *Senior Athlete Award*
- ❖ *Test-Out Certified PC pro*

***References upon request***