



AMELIA MOORE

Buffer

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PROFESSIONAL SUMMARY

Enthusiastic Buffer with two years of hands-on experience in surface finishing and precision polishing. Proficient in operating buffing machines to achieve superior quality standards. Adept at enhancing workflow efficiency while ensuring safety protocols are strictly followed in a collaborative team setting.

WORK EXPERIENCE

Buffer 📅 Jun / 2024-Ongoing
Maple Leaf Consulting 📍 Toronto, ON

1. Operated buffing machines to prepare and polish various automotive components, ensuring high-quality finishes.
2. Maintained workflow efficiency by unloading and loading trucks, managing inventory effectively.
3. Repaired and refurbished damaged products to meet quality standards.
4. Executed surface preparation processes for both old and new tires.
5. Buffed automotive roof railing parts, achieving optimal surface quality.
6. Maintained cleanliness and organization of work areas through regular cleaning and buffing.
7. Assisted in moving heavy machinery and supplies to facilitate smooth operations.

Buffer 📅 Jun / 2023-Jun / 2024
Summit Peak Industries 📍 Denver, CO

1. Inspected and packed automotive roof rails for high-profile clients including Mercedes Benz and BMW.
2. Set up and operated 13 machines responsible for applying logos on tires with precision.
3. Conducted thorough cleaning and maintenance of machinery to ensure optimal performance.
4. Utilized buffing wheels effectively to polish and clean automotive parts.
5. Managed the loading and unloading of parts into machines for efficient processing.
6. Collaborated with team members to enhance production flow and address any operational challenges.

EDUCATION

Associate of Applied Science in Manufacturing Technology 📅 Jun / 2022 - Jun / 2023
Springfield Technical Community College 📍 Santa Monica, CA
Focused on manufacturing processes and quality control methodologies.

SKILLS

Lead Generation

● ● ● ● ● ● ● ○ ○ ○

Brand Awareness

● ● ● ● ● ● ● ● ● ●

Cultural Awareness

● ● ● ● ● ● ● ● ○ ○

Crisis Communication

● ● ● ● ● ● ● ● ● ●

Content Strategy

● ● ● ● ● ● ● ● ○ ○

Social Media Advertising

● ● ● ● ● ● ● ● ○

INTERESTS

🎮 Gaming

👜 Fashion

🎬 Film

💻 Technology

STRENGTHS

⚖️ Fairness

↔️ Flexibility

➡️ Forward-thinking

❤️ Gratitude

LANGUAGES

🔄 English

🔄 Swahili

🔄 Spanish

ACHIEVEMENTS

- ★ Achieved a 15% increase in production efficiency through effective machine setup and maintenance.
- ★ Successfully reduced defect rates by 20% through rigorous quality control inspections.
- ★ Streamlined workflow processes, leading to a 10% reduction in turnaround time for finished products.