

# Robert Smith

## Computer Assembler

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## SUMMARY

To establish a long-term career in a company where I may utilize my Computer Assembler professional skills and knowledge to be an effective computer assembling and inspiration to those around me.

## SKILLS

Machine Operator, Supervision, Pallet Jack, Forklift Operator, Manufacturing, Customer Service, Construction, First Aid, CPR Certified.

## WORK EXPERIENCE

### Computer Assembler

ABC Corporation - August 2002 - February 2003

- Assembled more than 1000 computer parts in one eight-hour shift.
- Assembled pieces into computers to get them ready for consumer sales.
- Conducted computer testing to ensure the components work well.
- Retrieved and completed invoice orders on custom PC builds.
- Manufactured ranges from basic computers to high-end performance systems including server assemblies and bulk orders for enterprise use.
- Worked with a team to successfully package daily quotas Operated fork lift when needed Maintained top-ranked scan percentage daily.
- Assembled computer cases, monitors, motherboards, memory, and data storage for all models of computers.

### Computer Assembler

Delta Corporation - 2000 - 2002

- Took a rack of laptops to my assigned area.
- Removing all external parts with an electrical screwdriver placing the appropriate label on each part that was removed from the laptop.
- Doing final repair checks on the laptop to make sure that the laptop was working correctly.
- Placing the laptop back into the shipment box to be returned to the shipping department.
- Installed boards and hard drives into computer chassis.
- A performed final test on the computer prior to QA inspection.
- Built Gateway computers, put components together such as hard drive, CD ROM, RAM, and others hardware components according to paperwork.

## EDUCATION

High School Diploma