

## Objective

Having 6 years of experience, including as a Factory Worker and as a Cashier in industries including Business Services and General Merchandise Stores. Proven capable and reliable in handling multiple tasks while maintaining an orderly efficiency of operations. Exceptional cleaning and maintenance skills will be used to fulfill sanitation needs in an efficient manner.

## Skills

Housekeeping, Secretarial, Hospitality, Training & Development, Meeting Deadlines, Maintenance

## Work Experience

### Factory Worker

**ABC Corporation** - September 2014 – Present

- Responsibilities include leading a group of seven to ten people, filling out paperwork to show the completion status of the wind turbine blades, and ensuring that the blades are completed and out of the building on time.
- Adhering to all applicable regulations, policies, and procedures for health, safety, and environmental compliance.
- Completing and entering quality records, scrap reports and machine logs in a timely manner.
- Lubricating and wiping machines, tools, and the workplace to maintain safety and cleanliness.
- Assessing work for errors or compliance issues and made corrections when necessary.
- Setting up and performing hand and automatic assembly operations on components, sub-assemblies, and assemblies.
- Moving skids, mixing foam and unloading trucks as load as well, pulled fiber so it could be mixed with foam.

### Factory Worker

**ABC Corporation** - April 2012 – July 2013

- Maintained a positive work atmosphere by acting and communicating in a manner to get along with customers, clients, co-workers, and management.
- Maintained regular and consistent attendance in relation to the production schedule and or time volunteered for.
- Ensured proper cartons are used and closed correctly with proper printing on cartons.
- Ensured code dates on cartons are legible, correct and facing in the right direction when packed on racks.
- Maintained a clean, sanitary, safe and productive work area.
- Communicated regularly with machine operators, co-workers, management and quality assurance personnel, as it relates to any deviations in quality, to ensure standards are upheld and a quality product is manufactured.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

## Education

HIGH SCHOOL DIPLOMA - 2011 (LONE TREE HIGH SCHOOL)Vocational in Graphic And  
Special Effects - (Vocational Program In Animation)