

Robert Smith

Machine Worker

CONTACT DETAILS

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PERSONAL STATEMENT

Machine Worker is operating in a dynamic, fast paced, demanding startup environment. Training across multiple job functions. Working overtime with short notice. Readily adapting to changing requirements. Scrubbing pipe fittings and machines with chemical solution, using brush. Opening containers and bags and dumps various ingredients into machine hoppers. Starting and stopping machines and equipment. Loading cartons into machines.

SKILLS

Operating, Equipment
Loader.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

WORK EXPERIENCE

Machine Worker

ABC Corporation - June 2012 - April 2014

Responsibilities:

- Affixed postage and shipping labels to outgoing mail and shipments, maintain records on postage and shipments.
- Ensured shipments and mailings go out on time daily.
- Tracked inbound and outbound shipments using various software applications e.g. USPS, UPS, DHL etc.
- Maintained accountability using an internal package tracking system on shipping and receiving transactions, including receiving customer signatures for received packages.
- Organized and maintained mail, packages and various parcels etc. for delivery and shipment, ensure that all items can be quickly retrieved.
- Visually inspected mail, envelopes, packages and other items for damage, notifying Supervisor as needed.
- Prepared daily and monthly reports as needed.

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Machine Worker

Delta Corporation - 2010 - 2012

Responsibilities:

- Weighed ingredients to specific quantities using calibrated scales and balances.
- Monitored machines for problems and troubleshoot problems.
- Checked raw materials for quality and quantity ahead of loading into machine.
- Cleaned and maintained equipment and work area.
- Westpoint Blvd, Oklahoma City, OK 73179 [] Manager lenny Left due to pregnancy May 2013-April 2014 Pregnant gave birth and took care of my son until .
- Demonstrated strong interpersonal and communication skills Worked in a fast paced environment Worked on several different machines and met the .
- Print and Packing Pencils Accomplishments learn how to work fast and get thing in a orderly fashion Skills Used packing working a machine printing.

Education

High School Diploma