

# ROBERT SMITH

## Production Associate I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

---

### SUMMARY

5+ years of experience as a Production Associate. I am seeking a position within the manufacturing or production industry where I can apply my experience and efficiently contribute to the company's growth.

### CORE COMPETENCIES

Computer, Communication, Data Entry, Accounts Receivables, Customer Service, Cleaning, Assembly, As400, Avaya, Billing, Documentation, Dependable, Employee Relations, Email, Filing, Fax, Facebook, General Office, and Human Resources.

### PROFESSIONAL EXPERIENCE

#### Production Associate I

**ABC Corporation - November 2015 – Present**

##### Key Deliverables:

- Participating in the development and application of Teslas production system for the construction and assembly of the Tesla model s.
- Adhering to teslas policies regarding; manufacturing instructions, 5-s, and warehouse safety standards.
- Use of assembly equipment and tooling to include power tools and automated equipment, follow a required specific sequence of steps within allocated tact time, detect abnormalities in the processes and materials using visual, tactile, or auditory senses.
- Providing functional supervision in the absence of leadership by demonstrating strong interpersonal and communication skills.
- Communicating the assembly line process with staff to ensure tasks were completed correctly and on time.
- Increasing company reputation by completing shipment goals on a daily basis.
- Organizing files and paperwork and created documentation for product orders.

#### Forklift Operator

**ABC Corporation - May 2014 – November 2015**

##### Key Deliverables:

- My responsibilities are; to inspect, maintain, and operate an lp powered forklift.
- Receive and inspect; raw cores of particle boards and laminate sheets that I offload from flatbeds, trailers, and rail-cars.
- The units of raw particle boards range from sizes of 2. 5x4x8 to 2. 5x5x10.
- The units of laminate sheets range from sizes of 0. 5x4x8 to 0. 5x5x10.
- I stock units of raw particle boards and laminate sheets in their assign locations.
- Load the laminate presses with units of raw particle boards and units of laminate sheets.

# ROBERT SMITH

## Production Associate I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

---

- I then stock finish product of laminated particle board units in their assign locations.

### EDUCATION

Diploma in General Studies - 1992(Sheepshead Bay High School - Brooklyn, NY)Mathematics, Geography, Social Studies, English - 1987(Bethlehem High School - Bonifay, FL)High School Diploma - 2008(Larkin High School - Elgin, IL)

