

Jessica Williams

Rochester, MN 55906
mrswilliams0533@gmail.com
+1 507 358 0583

Authorized to work in the US for any employer

Work Experience

Packaging Worker

Hormel Foods-Austin, MN
July 2020 to Present

- Operated food packaging machinery, ensuring accurate weighing and packaging of products
- Inspected packaged products for quality control, identifying any defects or issues
- Maintained cleanliness and sanitation standards in the packaging area to meet food safety regulations
- Followed standard operating procedures (SOPs) for packaging processes
- Managed inventory levels by monitoring stock levels and replenishing supplies as needed
- Trained new employees on proper packaging procedures and safety protocols
- Maintained detailed records of packaged products for traceability purposes
- Worked overtime as needed during peak production periods
- Completed lock-out, tag-out.

Machine Operator

International Paper-Austin, MN
March 2016 to July 2020

Manually set-up and tear down J & L machines. Monitored machines in operation to detect malfunctions and identify product defects. Load corrugated board into feeder. Rework defective products. Strap and palatize boxes. Troubleshoot strapper machine, J&L machinery. Completed minor machine maintenance, including oiling parts, adjusting rails and cleaning components. Read and interpret blueprints. Measure and set glue markers. Mathematical skills and programming machines.

Operated equipment in accordance with company procedures and customer requirements. Verify proper load tags on all pallets.

Machine Operator/Group Leader

Cargil-Albert Lea, MN
April 2013 to November 2017

- Performed routine inspections on machines to ensure proper functioning and made necessary adjustments or repairs as needed
- Followed blueprints, work orders, or other specifications to set up machines for production runs
- Maintained accurate records of production output, downtime, and quality control checks
- Monitored machine operations during production to detect any issues or malfunctions and took corrective actions promptly
- Forklift trained

Office Manager

Mower County Senior Center-Austin, MN
May 2010 to September 2014

Greet and assist clients, direct walk-ins to the appropriate department based on clients needs. Fax, copy, file documents, created inventory databases, answer and transfer telephone calls on multi-line phone system, create program brochures, create documents using mail-merge. Schedule appointments for multiple employees, mail documents to clients, complete payroll for volunteer drivers, arrange drivers for elderly clients to and from appointments.

Assembler/Forklift Operator

Bioplastic Solutions-Blooming Prairie, MN

2008 to 2010

- Assembled components and subassemblies according to blueprints, diagrams, and work instructions
- Operated various hand tools and power tools to complete assembly tasks efficiently
- Inspected finished products for quality assurance, ensuring adherence to specifications
- Troubleshoot assembly issues, identifying root causes and implementing corrective actions
- Performed routine maintenance on assembly equipment to ensure optimal performance
- Followed standard operating procedures (SOPs) to ensure consistent product quality
- Implemented lean manufacturing principles to minimize waste and improve efficiency
- Operated forklift, completed rework to minimize wasted materials

Education

A.A.S. in Administrative Assistant

Riverland Community College - Albert Lea, MN

August 2009 to May 2011

Microsoft Office Software, Multimedia Business Presentations, Business Communications 1 & 2. Keyboarding 1 & 2. Bookkeeping, Workplace and Human relations, Business Ethics. Desktop Publishing and Web Development and Application software Development.

Skills

- Medical Scheduling
- Hand tools
- EMR systems
- Calendar management
- Avaya (2 years)
- Multi-line phone systems (10+ years)
- Problem solving skills (10+ years)
- Communication skills (10+ years)
- Data entry (10+ years)
- Google Docs
- Program management (4 years)
- Warehouse experience
- Basic math
- Help Desk
- Individual / Group Counseling (2 years)
- Medical Terminology (1 year)

- Schedule management
- Salesforce
- Inventory control (2 years)
- Desktop Publisher Certificate
- Office management
- Office experience
- Microsoft Powerpoint
- Typing (10+ years)
- Quality assurance
- Little to no supervision needed (10+ years)
- Front desk
- Order entry
- Forklift
- Front Desk (10+ years)
- Medical Office Experience
- Type 62+ WPM (10+ years)
- Records management
- Software troubleshooting
- Manufacturing (8 years)
- English
- Human resources
- Supervising experience
- Triage
- Medical records (2 years)
- Front office Skills (10+ years)
- Bookkeeping (5 years)
- Windows
- Help desk
- Administrative Experience (10+ years)
- Ten-key (2 years)
- Customer service (10+ years)
- Group Therapy (2 years)
- CRM software
- Personal assistant experience
- Clerical Experience (10+ years)
- Order Entry (5 years)
- Organizational skills
- Accounting (2 years)
- Word processing
- Hospital experience

- Epic (2 years)
- Leadership
- Microsoft Excel (10+ years)
- Computer Skills (10+ years)
- Crisis intervention
- Organizational skills (10+ years)
- Quality control
- Property management
- Customer service
- Medical office experience
- Documentation review
- Payroll
- Computer literacy (10+ years)
- Business management (6 years)
- Research
- Assembly
- Data collection
- Program Development (6 years)
- Anatomy knowledge
- Desktop support
- Microsoft Office (10+ years)
- Medical Billing
- HIPAA
- Case Management (5 years)
- Typing
- Editing
- Team player
- Microsoft Word (10+ years)
- Phone etiquette (10+ years)
- Medical terminology
- Office Management (5 years)
- Interviewing
- Software Troubleshooting
- Intake Experience
- Packaging

Awards

Dean's List of Honors

May 2017

Maintained 3.25 GPA

President's List of Honors

December 2011

Maintained 4.0 GPA

Certifications and Licenses

Driver's License

September 2023 to September 2029

