

TONJA COFER

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SUMMARY

Flexible and dependable machine operator with 20 years machine operating experience in a manufacturing environment with the ability to learn quickly, work hard, communicate effectively, and encourage team efforts. My major strengths include flexibility, interpersonal skills, motivation, and work well with others.

HIGHLIGHTS

- Expertise in optic processing
- Dependable independent worker
- Strong interpersonal skills
- Strong organizational skills
- Blueprint reading and interpretation
- Troubleshooting
- Good mechanical aptitude
- Manufacturing background

EXPERIENCE

12/1998 to 04/2013

MACHINE OPERATOR, SR PROCESSOR, LEAD OPERATOR

ITT/EXELIS — ROANOKE, VA

PROCESSED OPTICS, WHICH INCLUDED GRINDING, POLISHING, BUFFING AND MEASURING. I RAN VARIOUS MACHINES AND TESTED TUBES FOR MILITARY GOGGLES AND PREPPED TUBES FOR TESTING. PARTICIPATED IN THE LEAN MANUFACTURING PROCESS, REDUCING PROCESS TIME AND SCRAP. AS A LEAD OPERATOR I WAS A PROBLEM SOLVER AND ASSISTED OPERATORS, PUT IN WORK ORDERS FOR EQUIPMENT BREAKDOWNS AND ENTERED DATA INTO THE COMPUTER.

05/1992 to 06/1997

CONNECTOR/ASSEMBLER

AMP INC. — ROANOKE, VA

I RAN INSERTION MACHINE, ASSEMBLED PRINTED CIRCUIT BOARDS AND COMPONENTS, OPERATED A COMPUTERIZED SOLDIERING MACHINE, AND HANDLED PRODUCT INSPECTION AND PACKAGING.

EDUCATION

1998

Associate of Applied Science: MENTAL HEALTH

VIRGINIA WESTERN COMMUNITY COLLEGE — ROANOKE, VA, USA

1982

High School Diploma: COMMERCIAL ART

LORD BOTETOURT HIGH SCHOOL — DALEVILLE, VA, USA

TRAINING AND AWARDS

COMPANY SPONSORED COURSES: BLUEPRINT READING, MECHANICAL DRAWING, MEASURING SKILLS..... COMPANY AWARDS: SPOT BONUS AWARD FOR OUTSTANDING PERFORMANCE. ISO 9001 CERTIFICATION

