
JESSICA SCHLOTTHAUER

12800 NE Sandy blvd apt 45, Portland, Or 97230 ♦ H: 7203256551 ♦ j_schlotthauer@yahoo.com

PROFESSIONAL SUMMARY

Responsible and hardworking warehouse Assembler who can collaborate with a team and produce quality work on tight deadlines. Assembler with 8 years experience in medical and lighting manufacturing and warehouses. Proficient in wiring diagram interpretation.

SKILLS

- Small parts assembly
 - Skilled in final assembly processes
 - Working with hand tools
 - Standing for long periods of time
 - Cutting and measuring tools experience
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 - Working with wiring
 - Clean room experience
 - Basic computer knowledge
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WORK HISTORY

Cell Lead, 08/2009 to 09/2014

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- Made and revised set ups on test strands previously calibrated by other staff.
- Inspected and tested components, assemblies and power tools.
- Disassembled, reassembled and corrected changeover.
- Repainted and precisely touched-up components and assemblies.
- Maintained counts and lifts, shifts and stocks materials and parts.
- Recognized and reported defective material and equipment to shift supervisor.
- Received and correctly processed both written and verbal instructions, prints and work orders.

assembler, 03/2008 to 08/2009

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- Obtained appropriate tooling and fixtures.
 - Inspected and tested components, assemblies and power tools.
 - Repainted and precisely touched-up components and assemblies.
 - Wired light fixtures
 - Tested electrical controls and components on the line.
 - Executed the entire assembly process by accurately interpreting set-up sheets, work orders, drawings or schematics
 - Planned and paced work efficiently in order to meet daily, weekly, project or production goals.
 - Observed all safety policies and procedures
 - Closely inspected parts to ensure they were clean and free of contaminants.
 - Correctly and safely used a variety of hand tools, saws and cutting equipment to carry out job duties.
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EDUCATION

GED: 1999

Arapahoe/Douglas works - Aurora, CO