
KELSEY BOLLIG

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PROFESSIONAL SUMMARY

Inserter Operator with a strong record of reducing downtime and increasing productivity. Capacity to prioritize workloads and meet tight deadlines. Actively takes on special projects to assist other team members. Reliable, punctual and works well under pressure. Flexible, and excels in a fast-paced environment looking for a position with growth opportunities.

SKILLS

- MCS Certified
- Operate Flowmaster, Sitma, Selective Swing-arm Inserter
- Practioner of quality control procedures
- Dedicated team player
- Point of Sale (POS) system operation
- Quick learner
- Organized multi-tasker
- Accustomed to shift work

WORK HISTORY

Inserter Operator, 12/2013 to 02/2015

Nahan Printing Inc – Sauk Rapids, MN

- Logged, trafficked and updated projects in job management software.
- Maintained register during the make-ready and productions processes.
- Produced high quality finished printed material in a timely and efficient manner.
- Maintained necessary level of communications between shifts.
- Responsible for achieving production requirements.
- Made sure that products were produced on time and are of good quality.

Crew/Maintenance, 02/2010 to 08/2013

Mcdonalds – Rice, MN

- Consistently provided friendly guest service and heartfelt hospitality.
- Demonstrated integrity and honesty while interacting with guests, team members and managers.
- Operated the drive-through window and sales register quickly and efficiently.
- Maintained high standards of customer service during high-volume, fast-paced operations.
- Cross-trained and coordinated scheduling with team members to ensure seamless service.
- Assembled food orders while maintaining appropriate portion control.
- Verified that prepared food met all standards for quality and quantity.
- Strictly followed all cash, security, inventory and labor policies and procedures.

EDUCATION

High School Diploma: 2009

Little Falls Community High School - Little Falls, MN