

Linda Boone

Objective

Seeking a quality position in manufacturing which offers responsibilities and assignments leading to career growth.

Experience

02/2012-present **VPT, Inc** Blacksburg, VA

Test Engineering Laboratory Technician

Assemble and test circuit boards, test boxes. Soldering. Run tests on ATS tower, Submit purchase orders, expense reports, assemble cables. Interact with test engineers assisting with projects. Test capacitors, relays. Assist in designing PCB's.

Altium, problem solving, trouble shooting.

5/2009- 02/2012 **Bright Services** Roanoke, VA

Warehouse Receiving/Stockpicker/Packer/Inspector/Assembler

Stock outbound modules in warehouse using handheld scanner.

Housekeeping, inventory control, pick, pack, and label product.

Inspect and polish jewelry for jewelry manufacturing company. (John C. Nordt)

Operate CMM, read drawings for manifolds, run CNC machines.

Assemble motors for G.E. Healthcare. Test, Inspect product, prepare product setup. Incoming inspection.

2/2008-4/2010 **United States Forest Service** Natural Bridge, VA

Technical Specialist /Customer Service

Order resources, relay orders/information through established dispatch channels, answer multi-phone lines, operate fax, postage machine, photocopier, type and enter data on computer, operate cash register, cash handling.

Proofread and edit documents, provide customer service, obtain weather forecasts, check in and demobilize crews, enter shift log activity, maintain status boards, interact with customers.

9/2006-12/2007 **Self Employed** Natural Bridge, VA

Personal Caregiver

- Administer medication, run errands, ADL's, personal care.

3/2006-9/2006 **JTEKT Automotive** Daleville, VA

Assembler

- Assemble rack and pinion steering systems, CMM operation, assemble manual steering columns.

'2005-3/2006 **Cardinal IG** Vinton, VA

Quality Control Technician

Perform warehouse audits, on-line inspections, floor audits.

Perform calibrations of equipment, returns, quality checks, develop quality procedures, argon testing, breaktesting, train new operators.

Inspect incoming supplies and ensure an accurate inventory of all property accountable.

3-2005-9/2005

SNE Enterprises

Huntington, WV

Quality Control Technician

Control plan audits, process control audits, FPY data entry.

Finished goods audits, GIA alignment recognition, INCARS, SCARS, CCARS.

TQ inspections, one-point lesson training, corner weld compression testing, inspection of incoming glass, final inspection of double-hung, single-hung, and slider windows.

9/2003-4/2004

Tulelake Basin School District

Tulelake, CA

Teacher Assistant

Assist teacher with special education students, prepare lesson plans.

Assist students with class work, homework. Teach class on as-needed basis, enter computer data, and transport disabled students to and from school.

4/2004-7/2004

Newell Grain Growers

Tulelake, CA

Bookkeeper/Secretary

- Maintain financial records, data entry, inventory control, accounts receivable/accounts payable, employee payroll, customer invoicing.

1/1998-8/2003

J and L Service Group

Mathews, VA

Assistant Manager/Co-Owner

- Operate janitorial service, process payroll checks, maintain financial records of company.
- Order and purchase supplies, train new employees.

1/1998-8/2000

Printpack, Inc.

Williamsburg, VA

Product Development Technician

- Supervise contract labor personnel, operate thermoforming machines producing on-spec parts, perform manual tool changes, and analyze product development data, calibration of gauges, lab equipment. Qualify new product startups, test prototype parts on lab former.
- Write calibration procedures, work instructions. Conduct ISO audits, SPC charts; perform preventative maintenance on thermoforming machines. Assisted in the design of Procter and Gamble individual serving container for "Pringle's" potato chips.

3/1989-10/1998

Canon Virginia, Inc.

Newport News, VA

Process Operator/ QC Lab Technician

- Run particle size and chemical processes on raw toners using coulter counter/multisizer. Evaluate and run image tests on toner, calibrate lab equipment, inspect T-containers, OPC drums, sleeves. Train new inspectors, perform cycle and inventory counts, perform tests on spectrometer, differential scanning calorimeter, run chemical process lines and monitor controls. Perform hourly quality checks.

1984	Shawsville High School	Shawsville, VA
2001	Riverside School of Health Occupations	Newport News, VA
2004	College of the Siskiyous	Weed, CA

