

Wendy Collins

Facilities Technician

West Olive, MI
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WORK EXPERIENCE

Facilities Technician

PERRIGO COMPANY - Holland, MI - September 2011 to March 2015

Light Maintenance on HVAC - PTAC's, and Filters

- Light Electrical repairs - replace ballast's, and wall receptacles
- Light Plumbing repairs - unplugging stools, sinks, and drains
- Lighting - bulb and ballast replacement
- Laundry Facilities - filters and vent cleaning
- Keep all maintenance areas neat, clean and orderly.
- Complete any other tasks assigned by the Facility Manager.

Packaging Specialist

- Accurately completes all paperwork according to SOP.
- Observes operation to detect malfunctions of machine, troubleshoot and performs adjustments of equipment as required and adjusts or makes minor repairs such as setting guides or clearing away damaged product containers and reports machine malfunctions to supervisor.
- Maintain a clean work environment to comply with expected standards.
- Inspects the product for quality (labels, weights, visual).
- Ensures that the machine is operating within specifications of Sergeants' quality product by knowing and maintaining standards and procedures.
- Assures safety procedures are being met.
- Assists in setting up machine at the beginning of the shift by maintaining a clean work environment to comply with expected standards.
- Inspects filled container to ensure that product is packaged according to specifications.
- Communicates all issues to management that could result in process delays, safety issues, or otherwise cause loss to the company or its associates.
- Replenishes packaging supplies such as wrapping paper, plastic sheet, boxes, cartons, or labels.
- Mounts supplies on spindles or places supplies in hopper or other feeding devices.
- Adheres to all health and safety rules, standards and policies, including reporting any incidents to the Supervisor on duty.
- Follows all company safety rules, policies, procedures and GMPs.
- Demonstrates a commitment and understanding of business policies and procedures.
- Organizes work area and operates equipment to achieve established efficiencies.

MANPOWER - Zeeland, MI - July 2011 to September 2011

49464

Perrigo Company of Holland

Store Manager

WESTERN REFINERY - Albuquerque, NM - March 2010 to July 2011

Meet personal and location sales metrics

- Meet customer satisfaction standards by maximizing the customer's experience
- Plan-O-Grams
- Loss Prevention
- Scheduling
- Payroll
- Inventory
- Audits

Quality/Color Approval Technician

UNIFORM COLOR COMPANY - Holland, MI - July 2007 to May 2009

Test color samples with color chromameter to ensure highest level of quality standard

- Assist Color Adjuster in determining formula to correct nonconforming product
- Prepare all quality documents for outgoing shipments
- Inventory of incoming defective product
- Document customer files
- Test product for flow, density, and color
- Prepare customer samples

Team Leader

SOURCE ONE - Holland, MI - May 2006 to July 2007

Follow Production Schedules to ensure orders are met

- Quality Control
- Staff scheduling and job assignments
- Machine set-up and general repair

EDUCATION

West Ottawa High School
1994

Paralegal

Davenport University

ADDITIONAL INFORMATION

KEY SKILLS

- Packaging Operations
- Production Line Efficiency
- Machine Assembly
- Basic Equipment Repair
- safety Standards
- Quality Control
- Standard operating Procedures and Work Instructions