

# Sarah Barbosky

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## Machine Operator

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Dependable and detail-oriented professional with 2 years of experience working as a Machine Operator. Highly regarded by fellow co-workers, management, and staff as being a hard-working individual, able to perform against tight deadlines, and delivering results, not excuses. Proficient and experienced at setting up, operating, and maintaining basic machinery to meet production goals. Capable of completing production and productivity logs, and applied attention to detail and task accuracy. Highly skilled at meeting and exceeding production goals, and able to focus energy toward solutions.

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## Areas of Expertise

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- Insertion Machine
- Embossing Machine
- Mechanical Pallet Jack
- Quality Control
- Mail Processing
- Inventory Handling

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## Employment Experience

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**Citigroup, Columbus, Ohio**

**2013-2015**

**Machine Operator- Credit Card Production**

- Set up, operated, and maintained basic machinery to meet production goals and standards
- Performed quality checks during machine operation to make sure that it is functioning properly
- Completed production and productivity logs, and applied attention to detail and task accuracy
- Prepared appropriate process documentation in a timely manner

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## Additional Experience

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**Insomnia Cookies, Columbus, Ohio**

**2011-2013**

**Delivery Driver**

- Drove personal vehicle to deliver customer orders in timely manner
- Collected cash and coupons from customers and receive signature with necessary verification of ID from credit card account
- Handled customer problems professionally and in a pleasant manner
- Helped in back of house operations

**Hanlin Rainaldi Construction Corporation, Columbus, Ohio**

**2012**

**Assistant Project Manager (Internship)**

- Reviewed and interpreted plans and specifications for various commercial construction projects
- Managed relationships and interface on a daily basis with engineers, contractors, architects, and colleagues
- Prepared contractor requests for proposals, administer/align bids and review pricing
- Administered punch list and project close-out activities, including acceptance and completion of project

**Hubert's Polish Kitchen, Columbus, Ohio**  
**Kitchen/Service Associate**

**2010-2011**

- Assisted the Kitchen Lead in food prepping and cooking
- Cleaned up food preparation areas and kitchen
- Handled money through transactions

**W.G. Grinders, Columbus, Ohio**  
**Shift Supervisor**

**2009-2010**

- Supervised small group of 3-5 employees
- Promoted a positive atmosphere and go above and beyond to guarantee each customer receives exceptional food and service
- Kept work area neat, clean, and organized at all times
- Efficiently cooked orders based on established recipes, modifying as needed per customer requests

**Magic Mountain Fun Centers, Columbus, Ohio**  
**Activities Attendant**

**2001-2009**

- Worked in various areas in the facility including cash register, redemption, game room, laser tag, go-karts, kid's jungle gym, and in house restaurant
- Acquired knowledge of principles and processes for providing excellent customer and personal services
- Gained knowledge of principles and methods for showing, promoting, and selling products or services
- Knowledge of equipment policies and procedures to promote effective local and state security operation standards for the protection and safety of customers

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**Education**

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Ohio State University, Columbus, Ohio  
**Bachelors of Science in Construction Systems Management**

Columbus State Community College, Columbus, Ohio  
**Associates of Arts in Digital Photography**