

TARA CURTIS

617 lake park, Muscatine, IA 52761

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Professional Summary

- Accomplished and energetic, Motivated leader with strong organizational and prioritization abilities.

Service-oriented as well as excellent communication and time management skills. Handles tasks with accuracy and efficiency.

Skills

- Operation Monitoring
- Public Safety and Security
- Time Management
- Judgment and Decision Making
- Operation and Control
- Complex Problem Solving
- Management of Personnel Resources
- Production and Processing
- Coordination

Experience

working team lead

Aug 2002-Sep 2013

allsteel - Muscatine, Ia

- Manage staff, preparing work schedules and assigning specific duties.
- Direct and coordinate activities of departments concerned with the production, and distribution of products.
- Establish and implement departmental policies, goals, objectives, and procedures,.
- interview, hire and train new employees, or oversee those personnel processes.
- 2007-2009 I was a Supervisor over Accessories dept. Had a large lay off, went back down to a working team lead.

general labor

Jun 1993-Aug 2002

Stuhr Enterprise - Wilton, Ia

- Record numbers of units handled or moved, using daily production sheets or work tickets.
- Ran wood lathes, to make wooden handel
- set up wood lathes for parts

Education

Associate of Science : Business

Jun 2015

Iowa central - Ft Dogde, Ia