

Lauren B Spivey

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OBJECTIVE

To obtain employment with a company that's is ever expanding and can provide new experiences and skills. I am goal oriented and enjoy fast paced working environments, but mostly enjoy the opportunity to grow with the company itself.

WORK EXPERIENCE

Ventra Plastics, Grand Rapids, MI United States 09/2014 - 04/2015
Assembly/Line Operator

Responsibly for part assembly, inspection and pack off. Preshift and end of shift paperwork. Start up and stock of machine station. Required to lift 75lbs or more. Responsible for part count per hour, plus proper communication to next shift of line operation.

McDonalds , Cape Carteret, NC United States 03/2014 - 07/2014
Crew Member

Proper order taking, assembly, and distribution. Clean up and upkeep of in need areas of the store. Money handling, till count, and correct change distribution. Stocking of all needed areas of the store.

Magna Mirrors, Alto, MI United States 05/2013 - 10/2013
Assembly/Machine Operator

Individual component assembly for finished goods, along with part inspection. Machine start up and correct paperwork applications. Paint cap application and count. General clean up and upkeep of work stations. Required to lift 75lbs or more.

McDonalds , Lowell, MI United States 07/2011 - 05/2013
Crew Member

Proper opening and closing procedures. Stocking of all needed areas of store. Order taking, assembly, and distribution. Money handling, till count, and correct change distribution. Training of specific areas and duties within the store. Clean up and upkeep of in need areas throughout the store.

Cascade Engineering , Grand Rapids, MI United States 08/2010 - 01/2011
Assembly

Part assembly and inspection. Packaging assembly and labeling. Part adjustments and modification. General clean up and upkeep of work stations. Preshift paperwork, plus end of shift production count. Required to lift 50lbs or more.

Shaler Excavation , Saranac, MI United States 02/2006 - 07/2010
Office Assistant

Responsible for work orders, along with phone answering and phone scheduling. Payroll assist, and office assist. Able to type over 40 wpm. Required to learn how to use multi-line phone systems, and all Microsoft systems.

EDUCATION

Lowell Senior High School Lowell, MI United States
High School Diploma, GPA: 3.92

2002 - 2005

Lowell is a very driven school district that expects the best from it's students. Not only was my time there enjoyable but I learned a great deal.

SKILLS

Most of my skills are in industrial automotive. Also are skilled in secretarial duties. I am familiar with all Microsoft systems in that area along with payroll. For the industrial positions I have held, I have obtained knowledge in quality inspection, responsibilities of all stations I have been placed at, and have been line lead on all.