

MiYAN Bell

Processor - L'Oreal

Independence, KY
mbell0115@gmail.com - 513-850-0176

To obtain a position that will enable me to utilize my communication skills and the ability to work well with people, as well as provide for professional growth and development.

WORK EXPERIENCE

Processor

L'Oreal - November 2012 to Present

Responsible for operating mixing machines when specified product qualities are obtained, and open valves and start pumps to transfer mixtures.

Responsible for testing samples of materials or products to ensure compliance with specifications, using test equipment.

Responsible for training new employees on team.

Responsible for cleaning and maintaining equipment and work environment.

Processing Team Lead

Quest Diagnostics - October 2009 to November 2012

Responsible for monitoring, organizing, and coaching team on a day-to-day basis.

Responsible for monitoring workflow from logistics.

Responsible for handling internal and external complaints.

Prepared schedules for employees, maintain adequate coverage for department.

Buyer

XOMOX -Crane - May 2007 to October 2009

Coordinated activities involved with procuring goods such as raw materials and parts.

Prepared purchase orders

Maintained a file system of purchase orders and work orders.

EDUCATION

Computer Science

University of Cincinnati

ADDITIONAL INFORMATION

Skills

- Windows XP/Vista/2000
- Microsoft Office (Word, Power Point, Excel, Outlook)
- AS400
- MS Project
- OSHA Certified Forklift Operator

1.

