

# Giovonna Williams

## Assembler

Millbrook, AL

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To obtain a career within a progressive organization that will allow me the ability to utilize my manufacturing skills as well as my customer relations skill in return this will allow me the opportunity for advancement.

## WORK EXPERIENCE

### **Assembly Technician**

Johnson Control - Clanton, AL - March 2015 to Present

#### Responsibilities

Assist daily with production of seat tracks to various automobile makers

Ensure proper weight is being used by doing material measurements on all parts

Follow all written and oral orders

Assist in other areas as needed

### **Production Team Leader**

SCA - Auburn, AL - November 2013 to March 2015

#### Responsibilities

Follow guidelines to insure team members are being effective with productivity of material as well as parts.

Generate nightly reports of all issues.

Maintain use of PPE with team members.

#### Accomplishments

Within a 3 month time frame I was promoted from assembly to traveling quality inspector to currently production team lead.

### **Material Handler/Assembler**

JCS-Glovis - Montgomery, AL - May 2013 to November 2013

Move parts to and from storage area to designated work area.

Adhere to all company PPE policies.

Utilize use of toggle machine.

Maintain clean and safe work area.

### **Assembler**

Lear-Montgomery - November 2012 to February 2013

Rotate through all tasks required in a production process.

Provide assistance in the production of automobile parts.

Review work orders to ensure work is performed according to specifications.

Maintain clean and safe work area.

### **Sequencer, Packing, Assembler**

Elwood Staffing - April 2008 to November 2012

#### Shipping/Receiving

Assisted with hourly cycle count of parts being staged in warehouse.

Attach labels to finish products for shipping destination.  
Count and record finished and rejected products.  
Assist with molding of instrument panels.  
Adhere to all PPE policies and regulations.  
Assist in other areas as needed.

### **Data Entry Operator/Mobility Coordinator Assistant**

ASPPB - June 2006 to January 2008

Gathered and arrange material to be typed.  
File and store completed documents.  
Keep records of work completed and performed.  
Assisted with planning and arranging quarterly staff meeting.  
Maintained all payments received from psychologists seeking to become board certified.  
Maintained confidentiality of credentials of psychologist.

### **Customer Service Assistant**

State Farm Insurance - August 2005 to February 2006

Performed clerical duties such as answering telephone, sorting and distribution of mail, sending faxes.  
Transmit work electronically to other locations.  
Maintain an accurate filing system.  
Prepared payments due to policyholders as a result of a local catastrophe.  
Assisted in other areas as needed.

### CERTIFICATIONS

#### **CERTIFICATE OF COMPLETION**

AIDT Job Training