

# CATHERINE M ANTON

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## PRODUCTION ASSEMBLER

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## EDUCATION & TRAINING

**DIPLOMA - GENERAL**

June 1987

STILLWATER HIGH SCHOOL

Stillwater, MN

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## KEY COMPETENCIES

- Monitoring
  - Reading Comprehension
  - Speaking
  - Writing
  - Mathematics
  - Time Management
  - Judgment and Decision Making
  - Active Learning
  - Operation and Control
  - Equipment Selection
  - Equipment Maintenance
  - Operation Monitoring
  - Quality Control Analysis
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## PROFESSIONAL EXPERIENCE

**CASHIER**

August 2011 - Present

DOLLAR TREE

Woodbury, MN

- Provide customer service to store guests. Scan and complete purchases of guests, handle cash transactions. Stocking of merchandise to sales floor. Unloading of freight truck of merchandise for store.

**LOGISTICS FLOW**

February 2011 - June 2014

TARGET

Woodbury, MN

Unload freight delivery truck. Use of PDA device to create batches for pulling of in stock merchandise within stockroom. Stock merchandise to sales floor. Backstock merchandise to stockroom using PDA device.

**ON-LINE/CATERING SPECIALIST**

August 2013 - November 2014

CHIPOTLE MEXICAN RESTAURANT

Stillwater, MN

Food preparation for daily use within restaurant, including cutting, making salsas according to recipe. Responsible for all preparation of food orders that were faxed or submitted on-line, or called into restaurant. Also was main point of contact for inquiries/orders for catering services.

**ACCOUNTS PAYABLE ASSOCIATE**  
TUBMAN

April 2001 - December 2011  
Maplewood, MN

Starting position was as Receptionist/Administrative Assistant. Answering phones, distributing in and out of office mail, copying, faxing, scanning documents into databases. Updating databases with client information. Assisting with new employee hire paperwork and benefit enrollment. Promoted to Accounts Payable Associate. Duties included vendor monitoring, invoice verification and authorization for payment from departments. Payables entry into accounting software, batching, and issuance of check payments to vendors. Monitoring of company contracts with vendors and sourcing of cost savings to company.

**PRODUCTION LEADER**  
DURATEC CORPORATION

April 1991 - August 2000  
Woodbury, MN

Responsible for assembly and sewing production area. Manufacturing of promotional products made from leather materials. Training of all staff reporting to my department, quality assurance of products from department, scheduling of work flow and distribution of work orders to assembly lines. Knowledge of all machinery and light maintenance within department.

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## **TOOLS & TECHNOLOGY**

- Microsoft Windows
- Outlook
- Word
- Excel
- Small Equipment operation
- Copy/Fax/Scan
- Small tool operation

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## **VOLUNTEER WORK**

- I currently volunteer for the Central Roadracing Association. Providing safety and communications.