

Clement Aka

2370 S. Quebec St. Denver, CO 80231 ▪ (303) 667-8176 ▪ clemso0504@yahoo.com

October 16, 2014

Hiring Manager for Production/Packager

Location: Brighton, CO

Dear Hiring Manager

Re: Application for the Sub Assembler

Please accept the enclosed resume as my application for Production/Packager. I am a college graduate with an Associate Degree in Engineering Graphics where paying close attention to detail and maintain good hand-eye coordination when working on projects is necessary. I have acquired technical knowledge in performing assembling tasks from classroom experience, and I am convinced that I will be a good fit for the Production/Packager position.

During the time of completion of my degree, I have gained substantial skills in reading details, understanding written specifications in order to put parts together and follow existing practices and procedures. Overmore, I have the manual ability of using hand to aligning parts properly and put them together. Additionally, I possess a good knowledge and understanding of safety rules and Good Manufacturing Practice (GMP). Furthermore, my three years of Office Administrative Assistant experience permitted me to be well organized and get work done in a timely manner.

I am a motivated and hard-working person, a fast learner and can incorporate myself fairly well in various working environments. I am sure I will be a good addition to your team and will greatly contribute to its productivity.

Please let me know if I can provide you with any additional information. Please feel free to contact me at (303) 667-8176 or by email at clemso0504@yahoo.com. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Clement Aka

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OBJECTIVE

*To obtain a position for Production/Packager

*To use the knowledge and experience I have acquired through my education in a challenging work environment.

EDUCATION

Metropolitan state College of Denver

- Bachelor of Science Degree in Criminal Justice & Criminology (Spring 2014) with
- Minor in Human services

Community College of Denver

- Associate of Applied Science in Engineering graphics, department honors (Magna Cum Laude), 2009

Honors and Awards:

- ❖ Member of the Phi Theta Kappa (International Honor Society), 2008
- ❖ Certificate of Emergency Management, 2012

Skills

- Effective Communication (written and spoken)
- Knowledge of Assembly parts
- Attention to details
- Strong knowledge of using hand tools
- Strong Work Ethic
- Teamwork & Leadership
- Critical and Analytical Thinking
- Ability to Take Initiative
- Problem Solver
- Good Math skills
- Computer literate

CTE

Office Assistant /Student Assistant

- Handled the responsibility of answering phone calls and greeting students, replying to mails
- Handled the task of assigning students to academic counselors
- processes paper works and maintained administrative records of Students and teachers
- Prepared tally reports and handled tasks related to class schedules and student registrations
- Provided information regarding the admission process to students
- Filing, typing, correspondence and other general administrative tasks.
- Responsible for setting up and maintaining alphabetical and teachers and students files
- Faxing, copying, scanning and filing documents
- Troubleshooting copy machines and computers

References upon request