

Michelle Boggs

Canton, OH

dudetteski55@yahoo.com - 330-323-6779

WORK EXPERIENCE

Home Health Aide

Home Instead Senior Care - North Canton, OH - August 2006 to Present

Currently work as an aide to seniors in their home. Responsibilities include transporting clients to appointments, light housekeeping, cooking, helping with bills, companionship, overnight care, along with other non-medical assistance in order that the client can remain in their homes.

Purchasing Coordinator

United Architectural Metals - North Canton, OH - November 2014 to February 2015

Responsibilities included purchasing all materials, logging & checking received materials, expediting and tracking orders, arranging shipping, managing the Fastenal vending machines, finding new vendors, and verifying pricing against bid quotes.

Specialized Instructional Aide

Plain Local Schools - Canton, OH - April 2005 to November 2014

Was employed as an instructional aide assigned to work with the Reading Specialist and Title teacher working with students in reading and math intervention. Also assist in the office as needed. Worked with students with behavior, medical or special needs throughout the district.

Substitute Aide/Secretary

Canton City Schools - Canton, OH - December 2003 to April 2005

Substitute within the district.

Stay at Home Mom

Volunteered at children's schools - April 2001 to December 2003

Volunteered at children's schools, which included helping grade papers, running copies, and tutoring. Was in charge of hospitality at Worley Elementary, which included organizing all room volunteers for class parties, purchasing all supplies that were needed for the parties, and organizing the appreciation lunches.

Purchasing Assistant

Grady McCauley/LSI Industries - North Canton, OH - December 1998 to April 2001

Responsible for purchasing raw materials for manufacturing of signage. Also purchasing all office supplies, maintaining the supply closet, and the selection of new office equipment, including desks, chairs, copiers, and faxes. Assisted in manual inventory counts in the plant along with adding new inventory numbers to the database as needed. Inputted all new vender information into to database. Oversaw the vending machine accounts.

Senior Draftsperson

Seifert Technologies - Massillon, OH - August 1997 to November 1998

Responsible for generating manufacturing drawings on AutoCAD R12, R13, & R14. Also responsible for obtaining field measurements for layout and detail drawings.

Purchasing Agent/Draftsperson

Alliance Technical Services - Minerva, OH - April 1995 to August 1997

Responsible for purchasing of all products used in current projects, along with stock items used in the machine shop, fabrication shop, and paint shop. Also responsible for generating manufacturing drawings on AutoCAD R12. Also generating cut lists, checking drawings, creating bill of materials, and generating material take-offs for estimating purposes. This includes obtaining pricing for quoting purposes.

Design Engineer

United States Ceramic Tile Co - East Sparta, OH - October 1994 to April 1995

Manufacturing Engineer/Estimator

Rotek Inc - Aurora, OH - June 1992 to October 1994

Draftsperson/Checker

Kavanaugh/Union Metal - Canton, OH - March 1992 to June 1992

Technical Drafter II

Babcock & Wilcox - Nuclear Equipment Division - Barberton, OH - September 1988 to January 1992

Project Engineer

Alliance Equipment - December 1987 to September 1988

Draftsperson

Ohio Gratings - Canton, OH - May 1987 to December 1987

Cashier and Food Prep

Taco Bell - Kent, OH - November 1984 to May 1987

EDUCATION**A.A.S. in Design Engineering Technology**

Stark Technical College - Canton, OH

1987

Vocational

Kent Roosevelt High School - Kent, OH

1984