

Kimberly Alexander
1250 Illinois Ave.
Ottawa, Illinois 61350
(815) 579-2097
siemprealgo65@yahoo.com

Objective:

An entry-level position with opportunity for advancement

Accomplishments:

Experience: HCC Inc. Mendota, Illinois
4/28/10 to Present

Assembler/Shipping

- Examined parts for defects.
- Selected component parts from stock bins, according to instrument being assembled.
- Notified supervisor of substandard assembly work and defective parts, tools, equipment and material and other conditions which hindered assembly process.
- Examined equipment for surface defects, such as paint streaks, scratches and improper decal application.
- Tested operation of controls, such as engine throttle and clutch lever, by pulling and pushing knobs and levers.
- Adjusted controls, using pliers, screwdrivers and wrenches.
- Notified supervisor of excessive number of damaged and defective parts and requested replacement supply of standard parts to expedite work flow.
- Positioned precut parts and subassemblies on worktable according to blueprint specifications.
- Followed directions according to blueprints and shop orders.
- Positioned parts in frame of machine, using hoist.
- Bolted stationary parts in place, using impact wrench and handtools.
- Removed burrs and rough spots from parts with hand file and portable pneumatic grinder.

Advantage Logistics Oglesby, Illinois
Inventory/Warehouse Clerk 11/06 to 10/09

- Counted, weighed and measured items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders and other records.
- Posted totals to inventory records, manually and using computer.
- Computed figures from records, such as sales orders, production records and purchase invoices to obtain current inventory.
- Verified clerical computations against physical count of stock and adjusted errors in computations.
- Structured and maintained a new damage process.

- Examined stock to verify conformance to specifications.
- WMS
- Prepared lists of depleted items.
- Recommended disposal of excess, defective and obsolete stock.
- Unpacked and examined incoming shipments, rejected damaged items, recorded shortages and corresponded with shipper to rectify damages and shortages.
- Drove liquefied gas and electric-powered industrial trucks
- Stored articles in bins, on floor and on shelves according to identifying information, such as style, size and type of material.
- Disposed of damage and defective items, and returned them to vendors

Solo Cup
Warehouse Clerk/Production Assistant

University Park, Illinois
 4/00 to 11/06

- Prepared documents, such as work orders, bills of lading and shipping orders to route materials.
- Recorded shipment data, such as weight, charges, space availability and damages and discrepancies, for reporting, accounting and record keeping purposes.
- Retrieved stored items and traced lost shipments as necessary.
- Contacted vendors and claims adjustment departments in order to resolve problems with shipments and contacted service depots to arrange for repairs.
- Entered shipping information into a computer by hand and by using a hand-held scanner that read bar codes on goods.
- Determined method of shipment and prepared bills of lading, invoices and other shipping documents.
- AS 400
- Sorted and distributed work tickets and material to workers.
- Fed machine hoppers with ingredients, transported and packed finished product.
- Issued and distributed materials, products, parts and supplies to customers and coworkers, based on information from incoming requisitions.
- Drove liquefied gas and electric-powered industrial trucks.

Ryder Logistics
LTL Coordinator/ warehouse worker

Aurora, Illinois
 7/94 to 3/00

- Determined method of shipment, utilizing knowledge of shipping procedures, routes and rates.
- Trained and managed 4 employees and achieved significant

- improvements in their productivity
- Directed others in preparing outgoing and receiving incoming shipments.
- Counted, weighed and measured items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders and other records.
- Executed daily operations of UPS orders.
- Inspected warehouse areas to detect unsafe and unsanitary conditions.
- Drove liquefied gas and electric-powered industrial trucks.

Education: East Aurora High School Aurora, Illinois
GED 1985

References: Available upon request