

# Aaron McEligot

Norwich, NY

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- To earn a position that allows me to utilize and develop my current skills and knowledge, in order to continue a professional career path

Authorized to work in the US for any employer

## WORK EXPERIENCE

Esterline/Norwich Aero - Norwich, NY - October 2014 to Present

Norwich, NY Oct 2014-Present

- Maintains shipping materials by tracking stock inventory levels, anticipating needed materials, and verifying receipt of shipping materials
- Ensures product and shipping quantities match sales order documentation
- Completes tasks independently and accurately by paying close attention to detail for both written and verbal requests
- Compiles required export data and submits through the Automated Export System (AES).
- Coordinates with carriers and freight forwarders as needed
- Performs data entry in Mason's ERP system to generate invoices and packing lists for shipments
- Strictly follows all safety rules and procedures as well as actively promotes a safe workplace

## Residential Counselor

Springbrook - Sidney, NY - August 2014 to October 2014

- Entrusted to drive residents to medical appointments and family visits
- Assisted 6 mentally and/or physically disabled adults on a daily basis with personal hygiene routines and recreational activities
- Thoroughly completed household tasks such as meal preparation, laundry, and room-to-room deep cleaning

## Assembler

Ioxus - Oneonta, NY - January 2014 to June 2014

- Responsible for the proper assembly of materials used to complete ThinCap Cell units
- Utilized time management skills by adhering to required unit goals in a specified time frame
- Granted an increase in production authority as a result of excellent work performance
- Entrusted to train new employees on 3 assembly machines due to impressive job evaluations

## Seasonal Driver

United Parcel Service - Norwich, NY - 2013 to December 2013

- Safely handled and delivered up to 150 packages throughout 200 locations on a daily basis
- Utilized both agility and concentration skills in a fast paced environment to successfully meet all delivery commitment times
- Developed technological skills by operating a hand-held electronic device to locate parcel destinations and complete signature releases
- Upheld professional etiquette during interactions with local business owners
- Required to lift/trolley up to 100lbs of weight from delivery truck to point of destination

EDUCATION

**Regents Diploma**

Hamilton Central High School - Hamilton, NY

June 2001