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## **OBJECTIVE**

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My prime interest is a position with long range employment and opportunities for increasing my knowledge and experience that is challenging, rewarding, and offers adequate opportunity for advancement.

## **EMPLOYMENT HISTORY**

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### **Perfect Match, Detroit, MI**

**09/2004 - 05/2008 Mailroom Production**

- Sort Mail
- Print Labels
- Customer Service
- Packing
- Distribution

### **L.D.M. Technology, Romulus, MI**

**06/1999 - 06/2004 Production/inspection**

- Visually inspect parts for defects
- Assembly
- Production
- Lable pack prepare for shipping

### **Vascor, Warren, MI**

**08/1996 - 05/1999 Production / Inspection**

- Operate a hand held scanner used to scan vin numbers
- Visually inspection the whole vehicle on the line
- Production performing quality inspections
- Team work
- Assist CO-workers and maintained workplace safety

### **Tandem Stamping, Auburn Hills, MI**

**02/1994 - 06/1996 LINE LEADER**

- Line leader
- Operating heat injection molding machine
- Trained new employees

- Parts inspection
- Production
- Team work

## **EDUCATION**

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*General Equivalency Degree*  
Major: General Academic Studies  
Mott Adult Education, MI

*Certificate*  
Major: Medical Billing  
Cambridge, MI

*Certificate*  
Major: Central Sterilizing Processing  
Detroit Medical Center, MI

*certificate*  
Major: Medical Assistant  
Mckinney, MI

## **CERTIFICATES AND LICENSES**

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Valid Drivers License, Secretary of State, MI

## **SKILLS AND ABILITIES**

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Working well with others, in fast-paced environments and team settings. Effective problem solving and communication skills. Safety, quality and time conscious. Proficient operating industrial equipment, machines, hand and power tools. Experienced with quality control, shipping and receiving procedures, utilizing Windows 95, Windows 98, Janus 2020 Scanner and Assemble Data Terminal Scanner.

## **NOTES / OTHER INFORMATION**

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Having been considered as a person who is dependable, fast learner who works hard, with reliability, and is able to work supervised or unsupervised, i am more more than willing to work over time. my good sense of timing, flexibility, and working under stress affords me the opportunity to have the highest respect for my fellow CO-workers. References upon request.