

# **Angela Kirts**

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## **Professional Statement**

I am a motivated professional with the competence necessary to safely perform and complete the tasks necessary for the job. I am seeking a position that will showcase the skills I've acquired and allow me the opportunity to learn and grow.

## **Highlights**

- Safety Driven
- Production
- Team Player
- Machine Operation
- Manufacturing
- Quality Inspection

## **Experience**

WSI TALENT

### **PACKAGING SPECIALIST**

Tipton, IN

November 2018 to January 2019

- Remove trim from puzzles and games after they are cut
- Assure that no pieces are missing from puzzles
- Attend automated bagging machine to assure no malfunctions
- Label bags before they are sent to assembly
- Clean and prepare production area for each work order

TRIALON CORPORATION

### **ASSEMBLER**

Kokomo, IN

January 2018 to March 2018

- Manual assembly of circuit boards
- Inspection of boards for accuracy of parts placement and soldering
- Build circuit boards from drawings and schematics
- Set up and completion of numerous runs throughout shift

THE PIC GROUP

April 2015 to February 2016

### **QUALITY INSPECTOR**

Kokomo, IN

- Visual inspection of parts for defects
- Use of micrometers, calipers, tape guns, pallet jacks
- Recording data into EPIC system

PILOT CATASTROPHE

August 2012 to November 2012

### **CUSTOMER SERVICE REPRESENTATIVE**

Richardson, TX

- Obtain client information by answering incoming telephone calls
- Interview clients to verify information
- Keep clients informed by explaining procedures, answering questions and providing information
- Maintain quality standards by adhering to company policies and guidelines.

CSC

October 2009 to April 2011

### **SERVICE REPRESENTATIVE ASSISTANT**

Fort Worth, TX

- Obtain client information by answering incoming calls
- Determine and relay client eligibility
- Maintain quality standards by adhering to company policies and procedures.

EXPRESS PERSONNEL - Mitchel & Scott Machine Company

October 2007 to October 2008

**MACHINE OPERATOR**

Indianapolis, IN

- Control and operation of grinding machines
- Use of calipers and micrometers for checking measurements and finish on parts
- Recording data to ensure that parts stayed within size parameters
- Loading and unloading parts

CBS PERSONNEL - Aircom Manufacturing

April 2007 to September 2007

**MACHINE OPERATOR**

Indianapolis, IN

- Control and operation of plastic injection molding machines
- Use of calipers and micrometers for measuring parts
- Clean room environment
- Parts assembly

MAG, INC

August 2005 to April 2006

**MACHINE OPERATOR**

Martinsville, IN

- Control and operation of plastic injection molding machines
- Use of calipers and micrometers for measurement of parts
- Material handling

NICE PAK PRODUCTS INC

August 2004 to May 2005

## **WAREHOUSE AUDITOR**

Plainfield, IN

- Checking and recording incoming and outgoing products to and from the warehouse
- Verification of product availability through physical counting
- Inspection of products for quality
- Updating records in the computer database daily

## **Education**

Avon High School