

Anna Chrostowski

- Objective** To obtain a manufacturing position that will utilize my machine operator skills and provide opportunities for advancement and growth.
- Skills**
- Proficient in Microsoft Word and Excel
 - Bilingual (Polish/English)
 - Excellent attendance record
 - Ability to work under pressure and meet deadlines
 - Resourceful and self-sufficient
 - Willing to gain new experience and training
 - Proficient at changeovers (reducing downtime)
- Experience**
- March 2006 – April 2017 US Smokeless Tobacco Franklin Park, IL
Machine Operator
- Operated a pouch making machine
 - Operated pouch Tamp and Stir machine
 - Performed quality check on pouches for dimension and weight
 - Operated shrink wrap machine
 - Trained on other machines to become a floater to assist in other departments (Krons, Ishida)
- May 2005 - Dec. 2005 ChartOne Evanston, IL
Medical Records Clerk
- Managed and provided records to patients
 - Sent notices to invoiced patients
 - Printed copies of records from microfilms, EPIC and MEDIPAC
 - Communicated with patients to relay records
- Dec. 2002 - May 2005 Olson International Lombard, IL
Office Clerk
- Data entry, filing and organization of production documents
 - Maintained paper and electronic files
 - Managed databases and created spreadsheets
 - Coordinated appointments and production Schedules with vendors
- Oct. 1991- Dec. 2002 Olson International Lombard, IL
Punch Press Operator and Rotation Operator
- Checked parts and input data regarding parts
 - Represented department at shift "Communication Between Shifts" meetings
- Education**
- 08/2005 ChartOne Evanston, IL
• **HIPPA Privacy Rule and Release of Information Training Certified**
- 09/2002 - 05/2004 Northwestern Business College Chicago, IL
• **Health Care Billing Specialist Certificate Program**
- 05/2001 - 10/2001 Polish-American Association Chicago, IL
• **General Information Office Support Assistant Training Program**