

ANTHONY SWAYNE

8130 E. Point Douglas Road - Apt. 214
Cottage Grove, MN 55016
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OBJECTIVE: Seeking a 3rd Shift Production Worker position

SUMMARY: A focused and safety-conscious production worker skilled in general labor, including inspecting, wrapping, packaging, cleaning, sanitizing, quality control, and operating machinery

WORK EXPERIENCE

Shipping and Receiving Clerk - Up North Plastics - Cottage Grove, MN 02/2012 - 04/2015

- Performed warehouse duties including shipping, receiving, packaging, labeling, and inventory
- Operated sit-down LPG forklift safely and in compliance to OSHA and company safety rules
- Packaged and palletized plastic products
- Used of RF technology and inventory control systems to pull orders, stocking, and inventory
- Safely handled loading and unloading of finished products
- Maintained clean, safe, and organized warehouse spaces

Paraprofessional - Crossing Guard / Kids Club / Lunchroom 09/2007 - 02/2012
South Washington County School Districts - Cottage Grove, MN

- Performed supervisory role, including supervising safe crossing of students, encouraging children to develop positive social relations, overseeing daily outside recess activities, and monitoring and documenting student behavior, school safety patrols and students in accordance with standards set forth by building administration
- Worked with team to develop mental, physical, social and emotional abilities of all children
- Assisted Site Supervisor with implementing lesson plans and daily activities such as group games, crafts, science, cooking, computer lab, gym, outdoor activities, play, and field trips
- Developed and maintained positive working relationships with all building staff
- Maintained a harmonious and all-inclusive atmosphere for students during the lunch and recess periods

Caretaker - KMS Management - Cottage Grove, MN 10/2010 - 10/2013

- Responsible for the overall cleanliness and appearance of 84 apartment units, including common areas, grounds, light maintenance, snow removal during winter months, and related parking structures
- Performed all apartment turnover cleaning within the timeframe
- Handled after hours emergency on-calls, including fire alarms, broken windows, and appliances breakdown

Maintenance Worker - Arby's - Cottage, MN 03/2006 - 09/2007

- Assisted management in maintaining interior and exterior restaurant cleanliness and maintaining restaurant equipment
- Performed filtering oil fryers, cleaning equipment, uploading truck, taking and emptying trash computer, changing light bulbs, and cleaning HVAC/Exhaust units and roof of debris

Fitness Specialist - Dick Sporting Goods - Woodbury, MN **04/2005 - 04/2006**

- Provided consistent outstanding and friendly customer service, including greeting, answering questions, handling cash transactions, and ensuring customers were satisfied with products and services
- Organized and displayed merchandise to company standards
- Consistently promoted company programs including warranty sales, scorecard, and private label credit cards

Overnight Stocker - Rainbow Foods - Cottage Grove, MN **05/2004 - 05/2005**

- Handled incoming stock deliveries, including unloading trucks
- Performed duties such as stock inventory, stocking shelves, cleaning, organizing and reporting any damages to supervisor immediately
- Ensured no damaged or expired items were placed on shelves

Packager / Loader - FedEx ground - Mahtomedi, MN **02/2002 - 09/2002**

- Properly handled all packages covered by regulatory requirements, such as handling equipment
- Dealt with the movement of heavyweight freight using tugs and other loading/unloading equipment
- Maneuvered packages of any weight above 75 lbs. with appropriate equipment and/or assistance from another person.
- Performed clerical duties and all related paperwork accurately and in a timely manner

Shipping/Receiving Clerk - Menards - Cottage Grove, MN **04/2000 - 02/2002**

- Received and unloaded freight both manually and/or with equipment such as forklifts and pallet jacks
- Checked for damaged goods, including verifying quantity and quality of order, assembling, stocking, and maintaining physical inventory control in warehouse and supply yard
- Other duties included data entry, completing paperwork, and reporting any damages to supervisor

EDUCATION

Some college - Victor Valley Community College - Victorville, CA

High School Diploma - Hesperia High School - Hesperia, CA

Applicant Name: Anthony Swayne Date: 6/9/15

Interviewer: Moby A.

1. How did you hear about Corporate Management Group? Ad? Referral?

Work force.

2. Is that a mobile / Cell phone or lan line? Do you accept text messages?

How about email?

651 528-1943.

3. (+/-) What are your pay expectations? (Make sure to explain our pay structure)

\$9.00

4. (+/-) What shift(s) do you prefer to work?

3rd Shift.

5. (+/-) Are you available to work weekends?

yes.

6. (+/-) How do you plan to get to and from work?

Car Drive.

7. (+/-) Tell me about what you did at (Pick a previous position listed on application)?

Shipping Creek

• Why did you leave that position?

Need's more. House.

• If relevant - Why were you terminated?

N/A.

8. (+/-) Have you ever made a mistake while at work? yes

How did you handle it? Own up to it.

9. (+/-) Has there been a time when there wasn't any or enough work to do at one of your previous positions? yes

What did you do? help out.

10. (+/-) Do you currently have any limitations or restrictions that we should be aware when considering you for a position? If so, What? (It does not eliminate them from opportunity we want to make the right match)

None.

Very Good
guy!

11. Preparation 9

12. Comprehension 9