

# Edwin Arce

3440 Arcadia St., Evanston, IL 60203  
(773) 679-0365 edwinlife05@gmail.com

## **EDUCATION**

**Jane Adams Recourse Corp.** Chicago, IL October 2008 to March 2009

*Fast Track to CNC*

- Program, set up and operate CNC turning and milling machines
- Machine Shop - safe operation of conventional machine tools
- Earned NIMS Metal forming Level 1 Credential
- Earned CNC Milling Level 1 Credential
- Earned Student Manager position and oversaw the work of other students

**City Colleges of Chicago** Chicago, IL August 2001

*GED Certificate*

**Morton East H.S.** Cicero, IL August 1997 - June 2001

## **SKILLS**

### **Manufacturing**

- Read and prove-out basic G-Code programs
- Execute all aspects of CNC S/U: install and touch off tools, establish Z zero, etc.
- Experience operating Haas, (mini-mill and SL-10) Sharp and Pro Light CNC Machines
- Experience using Fanuc controls
- Read manufacturing prints, infer tolerances and use precision measuring tools
- Setup tool & die (sub-assembly)
- Supervise 10-15 people at a time

### **Warehouse & Shipping/Receiving**

- Stocking/restocking in alpha-numerical order
- Logging/updating inventory
- Loading/unloading delivery trucks (up to 150 lbs.)
- Proficient in all USPS/UPS/FEDEX/etc. software

## **Customer Service**

- Exceptional interpersonal and communication skills
- Strong work ethic to meet the needs of the customer
- Ability to work well both within a team environment and on own initiative
- Ability to meet customer needs face-to-face or over the phone
- Bilingual – fluent in Spanish

## **Computer Knowledge**

- Proficient in Windows, Microsoft Office
- Efficient in Internet research, downloading and installing relevant software
- Typing (40 WPM)
- Data Entry

## **EMPLOYMENT HISTORY**

**VAI INC.** South Barrington, IL

April 2014 to Present

*Laborer*

- Assist carpenter in all aspects of framing
- Installing insulation
- Safely operate power tools such as various electrical saws, framing guns, drills, etc.

**Merkle-korff Industries** Des Plaines, IL,

March 2012 to November 2013

*Tool & Die and CNC Set-up man*

- Perform all required setups for sub-assembly department
- Experience with Sharp sv 2412 (Mill) and Bridgeport (Mill) CNC machines (fanuc controls)
- Receive and properly delegate production orders in an efficient and timely manner
- Supervise 10-15 operators and prioritize work orders by schedule
- Maintain production schedule to meet deadlines
- Order all required material for every aspect of the sub-assembly process
- Report production into company system and transfer information onto a spreadsheet
- Maintain inventory of raw materials and finished product at all times

**Herbie's Construction** Chicago, IL

August 2011 to February 2012

*Laborer*

- Remodeling/Finishing
- Hanging drywall
- Sanding/Priming drywall
- Laying tile
- Painting

**Target Corp.** Chicago, IL and Ocala, FL

April 2008 to August 2010

*Back Room/Sales Floor Team Member*

- Pulling merchandise from warehouse onto sales floor using PDA system
- Provide excellent guest experience on the sales floor and over the phone
- Back stocking and bike assembly

**Illinois Institute of Technology (On-Assignment)** Summit, IL

Jan. to Nov. 2007

*Pilot Plant Technician*

- Conduct routine maintenance of pilot plant, GMP and other areas of the school
- Assist engineers in high temperature and other food quality projects
- Janitorial duties

**M.A.W.D.I. Uni-Select USA** Broadview, IL

September 2006 to February 2007

*Warehouse Parts Specialist*

- Picking will-call orders on demand
- Palletizing weekly stock orders
- Making local and regional deliveries to customers
- Restocking inventory by alpha-numerical order
- Properly loading and unloading cargo trucks

## **MILITARY EXPERIENCE**

**Army National Guard (Active Duty)** Fort Polk/Leesville, LA

June 2004 to May 2005

*Assistant Driver/Support Platoon*

- Ensuring the safe transport of soldiers and military equipment
- Unloading and setting up various military equipment
- Preventive maintenance of military vehicles
- Maintaining inventory of weapons and ammunition

**Army National Guard (Inactive Duty)** Chicago, IL

June 2003 to June 2004

*Honor Guard*

- Performing ceremonial TAPS at funerals for family members of deceased veterans
- MOS-focused training one weekend a month and two weeks every summer

## **PROFESSIONAL REFERENCES**

Available upon request