

# Armine Gay

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**Summary:** Dependable and hardworking with strong interpersonal communication skills and a positive can do attitude

## Skills:

- Familiar with microscopes and measuring devices
- Independently solve challenges in a quick and effective manner
- Ability to work independently as well as with all levels of management
- Responsible, respectful and a fast learner
- Outstanding ability to coordinate various obligations with management and other staff

## Experience:

October 2016 - PRESENT

### **Servicemaster, Minneapolis** - *Office Cleaner*

- Cleaning, dusting, sweeping and mopping of public areas
- Restock basic amenities
- Maintain a clean and organized environment

September 2014 - October 2016

### **Harland Medical, Minneapolis** - *Medical Assembly*

- Performed operations such as adjusting, applying adhesive, and brazing
- Utilize measuring tools for quality checks (tape measure and calipers)
- Assemble various parts
- Package and label finished product for release and shipment
- Data Entry (Filing, Create Word Docs, Archive Data)
- Notifying production management of nonconforming product and components

January 2013 - July 2014

### **Rubber Industries, Minneapolis** - *Machine Operator*

- Mold Silicone
- Processing liquid silicone to create custom color parts

## Education

June 1997

### **Roosevelt High School** - *Diploma*