

Ashley Weaver

Rochester, MN 55901

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Machine Operator/Forklift Operator

Dairy Farmers of America, Inc. - Rochester, MN

July 2022 to Present

- Fixing and accurately running 8 production machines use in the production run daily.
- Making sure that metal detector is tested hourly and up to the state standards.
- Stocking supplies like chemicals, boxes for production, and warehouse supplies for all production and cleaning the work area to keep the area safe for work environment.
- Completing the process for the end cap of production like documentation of weight and samples. Making sure the paperwork is accurate with computer and labels.
- Completed forklift and food safety training and other training to stay to date with that state guidelines.
- Setting up the computer orders for products we are producing for customers.
- Making sure labels, paperwork, all orders overview is up to customer's and company's standards.
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Experienced Teacher Aide

First Steps Academy - Rochester, MN

August 2020 to July 2022

- Supervise and monitor the safety of children in care
- Prepare meals and organizing mealtimes and snacks for children
- Help children keep good hygiene
- Change the diapers of infants and toddlers
- Organize activities or implement a curriculum that allow children to learn about the world and explore interests.
- Develop schedules and routines to ensure that children have enough physical activities, rest, and playtime.
- Teaching ASL to children for communication and cognitive developments

Line Assembly Worker

Reichel Foods - Rochester, MN

April 2020 to September 2020

- Build product trays using non-stop motions while ensuring correct product placement and minimal waste.
- Ability to stand for full 8 hour shift
- Place the product in the trays in accordance with customer specifications.
- Worked in teams to complete orders and then rotated duties along an assembly line.

- Work in refrigerated environment for entire shift
- Fast pace work
- Assembling food products on the assembly line.
- Follow Food Grade policies and procedures.
- Conduct sanitation procedures
- Utilize proper P.P.E. to ensure USDA safety standards are met

PCB Assembler

Benchmark Electronics - Rochester, MN
December 2019 to March 2020

- Prepares work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials.
- Position parts and subassemblies by using templates or reading measurements.
- Assembles components by examining connections for correct fit; fastening parts and subassemblies.
- Verifies specifications by measuring completed component.
- Resolves assembly problems by altering dimensions to meet specifications; notifying supervisor to obtain additional resources.

Teacher Aide

First Steps Academy - Rochester, MN
September 2019 to December 2019

- Supervise and monitor the safety of children in care
- Prepare meals and organizing mealtimes and snacks for children
- Help children keep good hygiene
- Change the diapers of infants and toddlers
- Organize activities or implement a curriculum that allow children to learn about the world and explore interests.
- Develop schedules and routines to ensure that children have enough physical activities, rest, and playtime.

Front Desk Agent/Concierge

Marriott Hotel - Rochester, MN
July 2019 to September 2019

- Performing all check-in and check-out tasks
- Managing online and phone reservations
- Informing customers about payment methods and verifying their credit card data
- Welcome guests upon their arrival and assign rooms
- Provide information about our hotel, available rooms, rates, and amenities
- Acting as the point of reference for guests who need assistance or information
- Understanding customer's needs and provide them with personalized solutions by suggesting activities and facilities provided by the hotel.

Customer Service Representative

Charter Communications Corporate - Rochester, MN
May 2018 to July 2019

- Verifying services, account info, and status of equipment.
- Stay updated on company policies, procedures, and regulations daily.
- Helping customers with repairs to internet, phone, and cable services.

- Informing customer on account information, maintenance schedules, and new packages.
- Scheduling appts for repair and installations of equipment and services.
- Helping customer with general information about the company and services.
- Attending weekly meeting and classes to stay updated and educated on new information and procedures.

Direct Support Professional/CNA

BEACON HOUSE - Rochester, MN

January 2016 to June 2018

I used special equipment to lift and transfer clients from bed to wheelchair or wheel chair to bed. Prepping meals; breakfast, lunch, dinner and snacks if needed to. When the cares are done, staff have time to clean the rooms, do laundry, and tidy the kitchen. I'm experience with setting up medication and handing out medication to clients. I also call the doctor for prescriptions needed and stay in contact with the pharmacy. On a daily basis, I help clients get dressed and ready in a timely matter. I make the phone calls to set up appointments and set up transportation to the appointments. I make sure all my clients make it on time to their appointments and sometimes accompany them to the appointments. I am able to complete daily paperwork. Experienced in enemas and suppositories. I have current CPR/ First Aide training. I am experienced in tracheostomy care.

Resident Assistant

Accessible Space, Inc. - Rochester, MN

June 2015 to December 2015

All tasks or duties were completed on the hour and every hour. I mainly did dinner meal preparation and help residents with bedtime routines, which involved special equipment based on the residents' needs. On a daily basis, I had to complete paperwork and documentation for the residents. I would clean residents apartments and help with hard tasks for residents when needed. I was require to pass out medication to residents in a timely manner. At the end of every night, I was required to report summary of the evening to overnight staff about the residents and inform them of any changes to the schedule. As a staff, I encouraged independence for all resident, in that case, staff just helped with bigger tasks that resident couldn't achieve alone but can with the help of staff.

Personal Care Assistant (PCA), Homemaker, Home Health Aide

International Quality Homecare Corporation - Rochester, MN

March 2014 to December 2015

As a PCA, HHA and Homemaker, my job was to do personal cares, like daily showering, grooming, dressing, assist with eating, housework, cooking and cleaning of each clients' homes. I helped with daily errands such as grocery shopping, paying bills, accompany to the bank and doctor appointments. I helped clients with difficult tasks and questions that I can guided and help them to independently do themselves later in the future. I worked in several homes of about 20 clients through my time in this company.

Cashier and Barista

Target - Rochester, MN

January 2014 to March 2014

As a barista at Starbucks, I take orders and make coffee, tea, and other drinks to customer certain likings. I also operate cash registers and credit card machines. I helped with complaints or questions. Daily tasks include cleaning coffee machines, sitting areas, restrooms, and preparation areas during a normal shift. A main goal as a barista is to maintain good customer relations and speedy delivery of all beverages as well as complete assigned tasks from management daily.

Customer Service

Fazoli's - Rochester, MN

June 2013 to November 2013

As a cashier, I greeted guests as they come in, advertise meals and add-ons, answer questions, complete payment transactions, guide Guests to the dining room. As a drive thru attendant, process orders, recommend meals and add-ons, and work at a fast-pace in order to meet Guest expectations of the drive-thru experience.

Education

High School Diploma

John Marshall High School

September 2012 to June 2015

Skills

- Childcare
- Cashiering
- Food Preparation
- Cleaning Experience
- Caregiving
- Cooking
- Front Desk
- Home Care
- Sales
- Retail Sales
- Communication skills
- Customer service

Certifications and Licenses

CPR/First Aid

October 2021 to October 2023