

Essence Baldwin

Production Operator

Elgin, IL
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WORK EXPERIENCE

Production Operator

Siemens - Buffalo Grove, IL - May 2012 to May 2014

Responsibilities: Manufactures electronic electro-mechanical and mechanical products by performing short cycle task and movements. Basic set-ups, adjusts and monitoring equipment. Rotates between operations within a work cell as well as between work cells and departments. Uses manufacturing system to replenish components, check component availability, look-up Bills-of-materials, routings and to report production. assist in training other co-workers.

Accomplishments: Became the team leader of making sure everything is ok in the beginning of the shift.

Machine Operator

NTN - Elgin, IL - December 2011 to April 2012

Responsibilities: Read and follow work instructions and inspection standards to correctly perform operational processes and meet customer product specifications. Start-up and shut-down machines according to procedures. Operate, monitor, and adjust machines in a grinding, assembly, or broach and turning line via switches, buttons, and displays. Supply components to hoppers, indexing poles or conveyors. Using hand tools, change worn machine accessories such as grinding wheels, finishing stones, and tool inserts. Visually inspect components and parts for defects. Measure components and parts with precision dial indicators or other instruments to ensure they meet customer requirements and machines are operating correctly. Troubleshoot causes of machine alarms and take appropriate action. Record quality inspection data on check sheets. Record production information on daily reports. Enter inventory transactions using the Bar Code Inventory system. Safely use powered material handling equipment such as forklifts, scissors tables, hoists, or pallet jacks to lift and transfer materials from one place to another. Observe line operation to detect causes of part defects or specific machine malfunctions and provide machine repair technicians with information. Perform machine preventative maintenance such as cleaning or adding oil to reservoirs.

Accomplishments:

Line Operator

Motorola - Schaumburg, IL - March 2009 to October 2011

Responsibilities: Reading and follow instructions before I perform my task on the line of making radios for police, firefighters, and etc. Get all my components ready to build my radios. Build the radios and then inspect it. Send the radios down the line for more testing and inspecting by other workers.

Accomplishments:

Lockbox/Data Entry

PNC Bank - Itasca, IL - May 2008 to January 2009

Responsibilities: Organizing and filing checks in the mail box in numerical order. Entering the checks in computer system.

Accomplishments:

Allstate - Barrington, IL - July 2007 to March 2008

Responsibilities: Processed orders via phone, fax and Email. Processed and settled credit cards. Handled computer backup. Assisted in creating quotes and special pricing. Filing insurance in numerical order for destroyed homes, cars and etc.

Accomplishments: