

Barbara Behrend

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Sponsorship required to work in the US

Work Experience

Order Filler/Production

Easiway Systems - Delano, MN

October 2018 to June 2020

Responsible for package labeling, printing and placement. Verification of Batch numbers and product name.

Fulfilled all ground orders including packaging, hazmat labeling and UPS, FedEx and Speedee manifest.

Cleaning of empty containers for reuse.

Liaison between front office and warehouse.

Order Filler, Production Support, Finisher

American Custom Rotomolding - Delano, MN

October 2016 to October 2018

- Cleaned and sanded fuel and coolant tank for AVT's, snowmobiles, and US Military finishing tanks
- Set up orders by verifying all parts, kitting and packaging for parts
- Performed different tasks on the Paintline including milling, drilling, cleaning, flaming, to prep for painting military fuel tanks
- Effectively communicated with supervisors and co-workers about progress and other demands throughout the work day
- Filled in for different departments as needed

Quality Inspector

Solar Plastics

2015 to 2016

- Checked finished products for quality with a less than 2% fail rate
- Communicated with co workers about progress and other department needs
- Worked efficiently to meet deadlines and quotas
- Reworked flawed products with torch and heat gun

Award Staffing 2013-2015

- Completed multiple short term assignments that required me to learn new skills quickly
- Filled orders with extreme attention to detail
- Picked and packed various products paying attention to orders and ensuring accuracy
- Finished products using multiple different hand tools and machines
- Performed data entry efficiently and accurately

Reception Desk

2006 to 2013

- Answered phones and direct all calls
- Scheduled and set up video conferencing and conference call
- Managed building opening and closing
- Maintained shipping of general mail, large mailings, and mail merge
- Other clerical duties as needed

Education

University of Minnesota
November 1997 to May 1999

Skills

- Finishing tools, torches and leak testing equipment (3 years)
- Microsoft office (10+ years)
- Shipper software (6 years)

Additional Information

I have experience in production, warehouse and multiple office settings. Am always reliable, hardworking and meet deadlines as needed.