

Richelle Bernius

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Professional Experience

ANDIS, STURTEVANT, WI UNITED STATES

Assembler, Oct 2012 – Feb 2013

- Perform quality checks on products and parts.
- Package finished products and prepare them for shipment.
- Shovel, sweep, or otherwise clean work areas.
- Review work orders and blueprints to ensure work is performed according to specifications.
- Maintain production equipment and machinery.
- Discard or reject products, materials, or equipment not meeting specifications.
- Mark items with details such as grade or acceptance-rejection status.
- Inspect or test wiring installations, assemblies, or circuits for resistance factors or for operation and record results.
- Clean parts, using cleaning solutions, air hoses, and cloths.
- Mark and tag components so that stock inventory can be tracked and identified.
- Position, align, or adjust workpieces or electrical parts to facilitate wiring or assembly.
- Pack finished assemblies for shipment and transport them to storage areas, using hoists or handtrucks.
- Distribute materials, supplies, or subassemblies to work areas.
- Operate gasping machine
- Stack finished packaged items, or wrap protective material around each item and pack the items in cartons or containers.
- Clean packaging containers, line and pad crates, or assemble cartons to prepare for product packing.
- Stock and sort product for packaging or filling machine operation, and replenish packaging supplies, such as wrapping paper, plastic sheet, boxes, cartons, glue, ink, or labels.

KENOSHA BEEF, KENOSHA, WI UNITED STATES

Food Production, Mar 2012 – Oct 2012

- Inspect and pack the final product.
- Manipulate products, by hand or using machines, to separate, spread, knead, spin, cast, cut, pull, or roll products.
- Place products on carts or conveyors to transfer them to the next stage of processing.
- Examine products to verify conformance to quality standards.
- Observe equipment operations so that malfunctions can be detected, and notify operators of any malfunctions.
- Lift raw materials, finished products, and packed items, manually or using hoists.
- Count finished products to determine if product orders are complete.
- Mark or tag identification on parts.
- Load and unload items from machines, conveyors, and conveyances.
- Help production workers by performing duties of lesser skill, such as supplying or holding materials or tools, and cleaning work areas and equipment.

- Place products in equipment or on work surfaces for further processing, inspecting, or wrapping.
- Remove products, machine attachments, and waste material from machines.
- Wash work areas, machines, equipment, vehicles, and products.
- Dump materials such as prepared ingredients into machine hoppers prior to mixing.
- Break up defective products for reprocessing.
- Pack food products in paper bags and boxes, and stack them in warehouses and coolers.
- Monitor the production line, watching for problems such as pile-ups, jams, or glue that isn't sticking properly.

CWTC, PEORIA, IL UNITED STATES

Packer, Jul 2005 – Mar 2012

- Attach identifying tags to containers or mark them with identifying information.
- Record numbers of units handled or moved, using daily production sheets or work tickets.
- Pack containers and re-pack damaged containers.
- Install protective devices, such as bracing, padding, or strapping, to prevent shifting or damage to items being transported.
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Keep records on the use and/or damage of stock or stock handling equipment.
- Examine and inspect stock items for wear or defects, reporting any damage to supervisors.
- Prepare products, supplies, equipment, or other items for use by adjusting, repairing or assembling them as necessary.
- Recommend disposal of excess, defective, or obsolete stock.

SC2, MOSSVILLE, IL UNITED STATES

Warehouse Associate, Jan 2009 – Nov 2009

- Load materials and products into package processing equipment.
- Clean containers, materials, supplies, or work areas, using cleaning solutions and hand tools.
- Record product, packaging, and order information on specified forms and records.
- Examine and inspect containers, materials, and products to ensure that packing specifications are met.
- Mark and label containers, container tags, or products, using marking tools.
- Place or pour products or materials into containers, using hand tools and equipment, or fill containers from spouts or chutes.
- Assemble, line, and pad cartons, crates, and containers, using hand tools.
- Obtain, move, and sort products, materials, containers, and orders, using hand tools.
- Seal containers or materials, using glues, fasteners, nails, and hand tools.
- Monitor the production line, watching for problems such as pile-ups, jams, or glue that isn't sticking properly.

Education

EXCEL HIGH SCHOOL, EDINA, MN UNITED STATES

High School Equivalent Certification Candidate, Mar 2013