

Bonni Delp

Supervisor-lead/ Warehouse + Manufacturing 10+ yrs Office and Customer Service 5+

Wayland, MI

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I look forward to fulfilling a position in an office environment or factory environment, where I can use many successful years of clerical skills and factory experience.

My previous assignments have required a high level of accuracy and detail. Outstanding attendance and on-time performance were a

requirement of those positions which have allowed me a great deal of versatility and a large number of abilities including keyboard skills, and computer work.

My previous employers have appreciated my organizational capabilities and adaptability to learn and complete most any task. I enjoy being challenged and look forward to always gaining new talents.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Supervisor

Intex Technologies, LLC - Hudsonville, MI - August 2014 to August 2015

Responsibilities

Completed reports and required computer work. Directed and guided employees with tasks for daily functions. Maintain operations of machines and robots, assist employee's with functions of job. Train new hires . Run and operate machinery. Disciplinary actions when necessary. All facets of production needs.

Skills Used

Leadership, directions ,Computers skill, Microsoft word and Excel

Supervisor

Sears logistics - Wayland, MI - July 2013 to February 2014

Responsibilities

Completed reports and required computer work. Directed and guided employees with tasks for daily functions. Assistance with customers daily, with any concerns. Create bill of lading for outgoing trucks. Verify incoming trucks and products. All facets of office work.

Shipping & Receiving Clerk/ Warehouse

International Paper - Martin, MI - March 2008 to January 2013

SAP system, Word and Excel experience. Bill out and load and unload trucks upon arrival and or departure of company trucks. Fulfilled all major facets of Shipping, including verification of product, amounts and appropriate destinations. Operated computer system designated to complete the shipping process. Shipping involved UPS, FedEx, and personal shipping. Drive hi-lo, reach picker and also lift truck, clamp truck. Train and maintain MHE procedures along with train on Osha regulations. Pick orders to fulfill the orders of customers. Quality Control. Assist clients and customers with all concerns and shipments. Help with addressing and resolving all questions in concern.

Operations

X-Rite - Grand Rapids, MI - March 2007 to March 2008

Assembly of paint color reading units. Testing of the unit to insure proper functions of reading color instruments. Quality assurance that the products are properly assembled. Package and ship the units. Reading prints. All facets with product and customer satisfaction.

Inspector - Shipping & Recieving - Customer Service/ Data Entry

Wolverine World Wide - Rockford, MI - January 2001 to March 2007

Fulfilled all major facets of Shipping, including verification of product amounts and appropriate destinations. Operated computer system designated to complete the shipping process. Shipping involved UPS, FedEx, and personal shipping fleet for Wolverine World Wide. Assured on-time delivery and assisted with other facets of warehouse work and operation. As of March 2005 I began inspection for returned products with extensive computer and data entries. A secondary form of customer service and quality control.

Office Manager

Buskirk Trucking - Belmont, MI - July 1998 to January 2001

Had responsibility for all facets of personal business, working within strict state laws, guidelines, and policies. Managed profit & loss, taxation data and preparation. Collected all job orders received and delivered and logged all such information on computer. Collected, organized and maintained all records including financial. Ensured payment of invoices and obtained licenses required to function in this industry.

CNC / Waterjet Operator

Progressive Technologies - Grand Rapids, MI - November 1997 to October 1998

Loaded machine, programmed, and completed program adjustments. Checked parts for accuracy as part of quality control. Handled paperwork and shipped out orders. Repaired machines. Handled materials necessary to complete all job tasks.

CNC Operator / Shipping & Receiving

Plasma-Tech - Grand Rapids, MI - May 1996 to November 1997

Responsible for packaging product and assuring appropriate procedures. Prepare and ship via UPS and other carriers, utilizing proper forms and following guidelines. Completed inventory procedures. Run and change programs on CNC machines to meet operational needs. Checked parts, set up machines. Quality assurance, and completed paperwork for quality control. Made deliveries of parts to other companies in a vast area. Worked with calipers, micrometers, and tools too many to mention. Also employed with

Line Leader/ Assembler/ Automatic Press

Gill Manufacturing - Grand Rapids, MI - June 1995 to May 1996

Assemble automotive products that are required. Welding of the products that were required. Check quality with gauges and other equipment supplied by quality assurance. Moved from production to a Line Leader position. This also required training other employees to standards of assembly and production of products.

EDUCATION

Wayland Union - Wayland, MI

SKILLS

Hi-lo and Lift Trucks ect. Word, Excel and Power Point. Sap and Oracle programs.

ADDITIONAL INFORMATION

Keyboard skills, including two years of formal instruction. And 10-key knowledge. Word and Excel experience.

NOTES / OTHER INFORMATION

will travel and consider relocation.