

Messaged @ 1pm
9/11/10

Charles Bibbins

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Professional, Reliable and courteous administrator seeking a dynamic position where I can use my skills and bring significant contribution to the company and make guests feel more welcome.

ATTRIBUTES:

*Fast Learner *Persistent *Leadership skills
*Motivated *Productive *Time Management *Customer service

Authorized to work in the US for any employer

Work Experience

Utility Tech

Pace Dairy Foods-Rochester, MN
June 2020 to April 2022

I worked as a Utility Tech for Pace Dairy covering breaks, working lines, cutting cheese, cleaning machines, fixing wires, inspecting harps & cutter blades, & solving any problems I can.

Assembler

Benchmark Electronics-Rochester, MN
March 2018 to June 2020

- Assemble basic machinery
- T1 tester
- Following steps to basic assembly

Shipping Lead

Inwood, NY
June 2015 to November 2017

- Managed daily inventory reports
- Packed & loaded orders
- Maintained a safe, clean, & efficient work environment
- Completed invoices needed for shipping

Bouncer/barback

Hanna's Bar & Grill-Knoxville, TN
October 2014 to May 2015

- Door Security
- Dishes
- Basic Cleaning

Security Guard/Supervisor

Alert response security protection Inc-Pacific Beach, CA
July 2014 to November 2014

Amy

- Conduct foot patrols throughout assigned areas also Supervised other guards and sites
- Remove loiterers and solicitors from property
- Capable of adapting quickly

Security Officer

Forbes Security-Richmond, CA

January 2013 to November 2013

- Conduct foot patrols throughout assigned areas
- Remove loiterers and solicitors from property
- Capable of adapting quickly

Machinist Assistant

Epsilon System Solutions-San Diego, CA

June 2012 to August 2012

- Specialized in ensuring operations ran smoothly and were completed in a timely manner
- Set up new machinery

Granulation Specialist

Kelly Services

August 2011 to January 2012

- Leader in production of vitamins in their rawest form
- Gave directions to other workers regarding proper machine set-up and use

Clerk/Stocker

Santee Market

January 2011 to March 2011

- Proactively resolved customer questions in a timely manner
- Provided a welcoming environment for customers and ensured a safe shopping experience
- Maintain inventory and restocking

Education

High School Diploma

Landry High School

Skills

- Effective communication skills
- Responsible attitude, remaining calm under pressure
- Promoting good work practices
- Able to build a positive rapport with employees
- Always willing to spend extra time to complete assigned work
- Assembly
- Packaging
- Machining

- Security
- Warehouse Experience
- Manufacturing
- Materials Handling
- Computer literacy
- Load & Unload
- Time Management
- Cleaning Experience
- Computer skills (2 years)
- Pallet Jack
- Shipping & Receiving
- Communication skills
- Food service
- Cooking
- Organizational skills

Certifications and Licenses

Driver's License

June 2023 to November 2027