

Christine D. Mieczkowski

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Qualifications:

- Experience in a manufacturing environment.
- Blueprint reading and comprehending.
- Extensive use of measuring tools and mechanical testing.
- Experience of Office work within progressively responsible roles.
- Capacity to supervise and motivate others to achieve maximum performance and greater production.
- Knowledge of Microsoft Outlook, Word, Excel, and PowerPoint.

US Work Experience:

June 2012 – present

ITW Shakeproof, Elgin, IL

- 2nd shift Team lead Quality Control Production.
- Quality Control Inspector of Automotive Metal Fastener.
- Maintaining records of customer returns.
- Doing special jobs that are requested from customer with the supervision of higher management.

April 2010 – May 2012

Aerotek Commercial Staffing, Schaumburg, IL
(Assigned to ITW Shakeproof)

- Quality control inspector for metal fastener.
- Performed mechanical tests by using tools that include calipers, micrometer, tri-mic, gauges, sigma drill, comparator, pneumatic gun and Dimac machine (computerized testing w/ a built in camera).

February – April 2010

Working World Agency. Crystal Lake, IL
(Assigned to Arens Control Company)

- Assembly and computer testing of vehicle parts.

September 2009 – January 2010

Manpower Agency, Elgin, IL
(Assigned to Motorola)

- Portable radio assembler.
- Creating label by using RF scanner.
(Assigned to CTDI Company)
- Inspecting and conducting simple test of digital boxes.

- Working with Shipping and Receiving Department by picking and packing radio orders.

September 2008 – September 2009

Intec Group, Palatine, IL

- Assembly and packing electronic parts.
- Drafting daily reports.

April – July 2008

Kelly Services, West Dundee, IL
(Assigned to Covidien)

- Lids and container assembler.

Philippines Work Experience:

September 2000 – January 2007

San Carlos City Local Government Office

- Payroll processing pertaining to Sanitation Environmental Division.
- Received and processed of incoming and outgoing communications.
- Scheduling.

November 1997 – September 1999

Tupperware Company

- Area Manager and supervised sales.

April 1994 – October 1997

Yusinlai Rice Mill

- Sales and inventory.
- Managing books for daily expenses and records.
- Managing accounts payables and account receivables
- Controlling financial records.

Education:

1985 – 1992

Colegio de Sta Rita, San Carlos City,
Negros Occidental, Philippines

**BACHELOR OF SCIENCE IN COMMERCE
MAJOR IN MANAGEMENT**

