

AISHA CLARK-BRUCE

8017 GEORGIA AVENUE NORTH, BROOKLYN PARK, MN 55445, 763-438-0642, AISHA.BRUCE03@YAHOO.COM

OBJECTIVE

To work with an organization where I can continuously learn in the pursuit of achieving functional excellence, thus getting maximum job satisfaction and optimum career growth.

Skills

- Able to keep up in a fast paced work environment
- Able to follow instructions
- Able to use pallet jack
- Team player and goal orientated
- Detail orientated
- Quality Control

EXPERIENCE

09/16/2013-PRESENT

NETWORK STAFFING

BROOKLYN PARK, MN

ASSEMBLY LINE WORKER

- ASSIST WITH PRODUCTION LINE IN FACTORIES
- PULL DAMAGED OR INEFFECTIVE EQUIPMENT OFF THE LINE.
- SHIP FINISHED PRODUCTS.
- INSPECT PRODUCT TO MEET QUALIFICATIONS

6/1/2008 TO 4/1/2012

HENNEPIN COUNTY

MINNEAPOLIS, MN

OFFICE SPECIALIST III

- Assign and direct daily activities of co-workers; review quality and quantity of work of co-workers; resolve problems or issues regarding scheduling and work priorities; monitor work progress,
- Input, retrieve, export and modify information and data stored in computerized systems; assist other users with problems associated with computers; generate reports; assist others on the use of computer systems and programs.
- Process and verify complex information and calculations; assist with preparation of financial reports and budgets.
- Perform special project activities.

10/1/2007 TO 5/1/2008

HENNEPIN COUNTY

MINNEAPOLIS, MN

OFFICE SPECIALIST I

- Interact in person, over the phone, or electronically to assist with a broad range of requests for information, explain a variety of requirements, policies, and procedures regarding services.
- Prepare and handle materials for filing, storage, shelving, distribution, or destruction; maintain supplies and inventory.
- Responsible for generating reports, inputting and modifying information in company systems.
- Prepared correspondence, lists, and reports for executive staff.

2/1/2007 TO 11/1/2007

EXPRESS PERSONAL

BROOKLYN PARK, MN

ADMINISTRATIVE ASSISTANT

- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.

- Responsible for analyzing operational and recording procedures that led to creation and revision of systems and practices.
- Ensured development of administrative staff and personnel.

10/1/2006 TO 12/1/2006

WILSONS LEATHER

BROOKLYN PARK, MN

PACKAGE HANDLER

- Clean containers, materials, supplies, and products to ensure that package specifications are met.
- Mark and label containers, container tags, or products using marking tools.
- Remove completed or defective products, placing on conveyors, and loading on specified docks.
- Responsible for cleaning containers, materials, supplies, and work areas.
- Transport packages to customers' vehicles.

EDUCATION

2005-2006

HERZING UNIVERSITY

Crystal, MN

CREDITS COMPLETED TOWARDS A.A. IN MEDICAL CODING AND BILLING

REFERENCES

References are available on request.