

**Donna J. Groce**  
**5041 W. Raymond St.**  
**Indianapolis, Indiana 46241**  
**317-750-7157**

### **STRENGTHS**

- 20 years of progressive experience in a manufacturing environment
- Broad background on various production lines
- Advanced from Machine Operator 1 to service technician 1
- Experienced working with engineering on new product developments
- Strong minded and determined; desire to meet and overcome new challenges
- Easily trained on new procedures
- Willingness to put in the extra time and effort to complete assigned tasks.
- Willingness to train other employees and give them the knowledge that I have received
- Willingness for change and progression for the better good of the company

### **EXPERIENCE**

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## **EXPERIENCE**

**Elwood Staffing**  
**Plainfield, IN 46168**  
**August 2016 – March 2017**

### **Placed at INGRAM Micro Mobility**

#### **Quality Control**

- Identified a Defect during standard Inspection
- Adhere to the facilities process of identifying nonconformity
- Implementing associates input accurate data entry
- Make personal inspection of each sample processed
- Accept Product that ONLY meets or surpasses AWCC Criteria
- Reject ANY product that does not meet AWCC Criteria
- Completion of inspection into a data entry base
- Use of Evavi Program System to check product has been processed

**INGRAM Micro Mobility**  
**Plainfield, IN 46168**  
**March 2017 – Present**

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- Completion of inspection into a data entry base
- Use of Evavi Program System to check product has been processed
- Use of 5S material to ensure a clean safe working environment and that no work is missed
- Determine and obtain lot size
- Making sure that all processed material is inspected for it's quality use and is not scrap
- Placing all products in correct storage dispositions

**Cryotec, Inc.**  
**1155 N. Country Club Rd.**  
**Indianapolis, IN 46234**  
**317-222-4364**  
**Supervisor-Greg Hamather**  
**July 8, 2008 - August 5,2016**

**Service Technician - Lead**

- Serviced and repaired portable and stationary oxygen units.
- Performed helium leak test.
- Loading and unloading of pumps.
- Sub-Assembly work
- Shipping and receiving experience
- Met and exceeded company goals and expectations
- Helped others in multiple departments to accomplish company goals

**Covidien**  
**Plainfield, IN**  
**Manufacturer of Liquid Oxygen Systems**  
**Supervisor- Angie Dickson**  
**June 4, 1994 - July 2008**

**Sub-Assembly**

- Worked on assembly line
- Cross-trained in all areas

**Plumbing and Shrouding**

- Worked on inside finishing of canister
- Completion on final product line
- Worked on portable and stationary units
- Performed quality control (1201) on production lines

**Service Technician**

- Troubleshooting
- Mass Spectrometer
- Building/Repairing
- Diagnostics
- Prototyping

- Inspection
- Assembly
- Packaging
- Training/mentoring
- Worked on PDD's, CR 50, and Regulator lines
- Obtained certification in GMP, EHS, FDA, ISO, 5S, Lean Manufacturing and Kaizen
- Obtained certification in Helium Leak Detection on oxygen units
- Trained in 5S and lean manufacturing and train the trainer program
- Performed loading and unloading of pumps
- Trained in shipping and receiving
- Certified in brazing
- Trained in customer support

**Maplehurst Deli/Bakery**  
**Avon, Indiana**  
**Supervisor- Penny Weekley**  
**February 1983- May 1994**

**Sanitation Department Worker**

- Cleaning and sanitization of baked goods equipment
- Cleaning of offices, restrooms, break-rooms
- Outside facility maintenance

**Education**

- Graduated Ben Davis High School in 1979
- Graduated International Bartending Institute 1984

**References**

Linda Croddy 317-431-7350  
 Steve Malone 317-716-6563  
 Tammy Wilson 317-529-7227

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