

# DYLAN HAMILTON

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[Dylanhamilton470@yahoo.com](mailto:Dylanhamilton470@yahoo.com)

I am a professional and thrive to be exceptional at my job. I know how important working with customers is in order to provide quality products so that customers will be happy with the outcome of your product. I enjoy working in a fast-paced environment and being a part of a team. If given the opportunity, you will see that I am a team player, detail-oriented, and think outside of the box if a problem arises. I have the desire to learn all aspects of my job so I can perform to the best of my ability.

## EXPERIENCE

MAY 2015 – FEBRUARY 2020

**MACHINE OPERATOR, PREMIER MANUFACTURING**

### STOCKROOM

- Verify the quality and quantity of parts upon arrival and departure.
- Manage and record inventory.
- Maintain organization of the inventory in the stockroom.
- Process and maintain the inventory in computer system.

### QUALITY CONTROL

- Utilized checklists and Microsoft Suites.
- Inspected parts to ensure quality of parts is up to standard.
- Decision making on parts to accept or reject if defected.

### OPERATING MACHINERY

- Machines operated included: SMT Machines, Washing Machines, Coaxle Machines, RAD Machines,
- Operate, maintain, and perform preventative maintenance on all machines.
- Verify that all safety guards were in place and in good working condition.
- Maintain knowledge on machines in order to train other employees.

### SHIPPING AND RECEIVING

- Scan and sort incoming and outgoing stock.
- Pulling parts, packing, and loading.
- Microsoft Suites, UPS, and Fedex.

JANUARY 2015 – APRIL 2015

**MACHINE OPERATOR, AFT (ADVANCED FORMING TECHNOLOGIES)**

### QUALITY CONTROL

- Utilized checklists and Microsoft Suites.
- Inspected parts to ensure quality of parts is up to standard.
- Decision making on parts to accept or reject if defected.

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## **EDUCATION**

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MAY 2011

**HIGH SCHOOL DIPLOMA, FREDERICK HIGH SCHOOL**

## **SKILLS**

- Strong sense of time management and organization.
- Excellent communication skills.
- Microsoft Suites (Excel and Word)
- Efficient at multi-tasking.
- Ability and willingness to work with others or independently.
- Great work ethic and dedication to job.

## **REFERENCES**

- Eric Westlund • Former Supervisor • 720-732-8188
- Andres • Former Supervisor • 303-776-4100
- Chey Burrows • Former Colleague • 970-393-9322