

Elisa Svee

Assembly & Purchasing Manager - Metro Moulded Parts

Isanti, MN 55040

nascarruafan5_kg7@indeedemail.com

(763) 370-0021

- Friendly and efficient customer service skills
- Assembly production experience
- Supervisory/management experience
- Proficient computer skills
- Team player with a can do attitude
- Positive communication skills with phone experience
- Reliable and punctual
- Adept at learning new skills
- Professional and courteous
- Multitasking skills

Authorized to work in the US for any employer

Work Experience

Assembly & Purchasing Manager

Metro Moulded Parts - Coon Rapids, MN

August 2006 to Present

- Responsible for supervising a team of employees to ensure productivity
- Purchased the product used on the assembly line
- Monitored inventory using ERP programs
- Interviewed, hired and trained new employees
- Created and managed employee schedules
- Provided excellent customer service while corresponding with outside vendors
- Completed all required paperwork correctly and efficiently

Monitoring Specialist

Honeywell's Security - Minneapolis, MN

January 2003 to August 2006

- Assisted in monitoring commercial and residential alarm systems
- Contacted emergency personnel, if needed, to respond to alarms
- Notified customers of triggered alarms
- Properly documented work per company standards
- Utilized office equipment, including: computer, headset, printer, scanner, etc.

Education

High school or equivalent

Skills

Purchasing