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PROFILE SUMMARY

Seeking F/T Assembler where I can utilize my skills and abilities gained from past work experiences. Possess 3 years Stock Clerk experience, 3 years Assembly experience and 3 years maintenance experience.

WORK HISTORY

OPARC (Claremont, CA) 2015-Present

Assembler

- Affixing pre-manufactured components and parts
- Mark parts for identification
- Pull damaged or ineffective equipment off the line
- Sweep, mop and remove debris
- Packaging merchandise
- Maintain shipping station and assembly line in working order
- Work on special projects designated by line supervisor
- Followed safety codes and practice safe work habits

OPARC (Claremont, CA) 2014-2015

Stock Clerk

- Customer Service
- Unload merchandise from pallets
- Received, open, unpack cartons of merchandise
- Organize merchandise on shelves
- Affixes shipping labels on packed items.
- Inspect and load merchandise onto metal carts
- Taping
- Labeling
- Maintain shipping station and assembly line in working order
- Complete special project at the discretion of lead line supervisor
- Operation of manual pallet jack
- Palletizing
- Warehouse maintenance

AMERICAN CRAFTER (Glendora, CA)

2012-2014

Stock Clerk

- Responsible for cutting out wood patterns utilizing a scroll saw cutter
- Stocked shelves
- Customer Service
- Used carts to transport merchandise
- Taping
- Labeling

Miller Woodcraft (Glendora, CA)

2009-2012

Maintenance/Janitor

- Customer Service
- Operation of standup pallet jack
- Maintenance of Warehouse

EDUCATION

Mt. San Antonio College –Walnut

Study: Computer skills program

Charter Oak High School - Covina

TRAINING

2013-2015

OPARC Stock Clerk Diversified Industries Program (Claremont, CA)

REFERENCES: Available Upon Request