

Erika Parker

Evansville, IN
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WORK EXPERIENCE

Line lead/wrap machine operator/quality

Healthsmart Foods - Evansville, IN - January 2014 to October 2015

Responsibilities

I am responsible for the quality and production in the candy room. I take apart and set up the wrap machine, assure the quality of every chocolate is to perfection, maintain a great work environment for my fellow coworkers and make certain the quota is met every day.

Accomplishments

I successfully got the wrap machine running consistently after the business had been having difficulties doing so. I was promoted to wrap machine operator after two weeks, and line lead after 3 months.

Skills Used

Team work, optimism, leadership, consistency and positive attitude.

Secretary/Receptionist

SMA - Evansville, IN - January 2009 to May 2014

Responsibilities

Payroll, accounts, phone calls, customer service and sales

Accomplishments

I successfully organized and maintained the accounts of customers and provided excellent customer service. I assisted in sales and trained new workers.

Skills Used

Great people and phone skills, customer service, organization, Microsoft Word.

Sorter/Packer

Tj maxx dc - Evansville, IN - October 2011 to November 2012

Responsibilities

Sort and pack products to send to stores, problem solve, and help fellow coworkers with any difficulties they may have had.

Accomplishments

Trainer

Skills Used

Quality, quickness, teamwork and training

EDUCATION

GED

WorkOne

ADDITIONAL INFORMATION

I'm a hard, quick learning worker who is motivated to do the best I possibly can.