

Holly Kammerer

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Personal Summary

Team-oriented Warehouse professional accustomed to streamlining shipping and receiving process to increase overall efficiency. Industrious and dedicated with talents in final inspection and packing. Energetic individual equipped to work hard in fast-paced, constantly changing environments.

Skills

- Warehousing functions
- Quality assurance
- Shipment Preparation
- Shipping Procedures
- Shipping and packaging
- Strong Verbal Communications
- Recordkeeping Strengths
- Order Fulfillment
- Assembly/Kitting/Production
- Safety and Compliance

Work History

Alom Technologies - Indianapolis, IN

Production Team Member, 10/2018-6/2019

- Processed and shipped customer product per their specifications
- Inspected final product to access compliance with the quality standard and established tolerances
- Maintained quality assurance and customer satisfaction objectives
- Affixed proper postage to each package to prepare for shipping
- Removed defective products and materials by placing products or materials in specified areas
- Volunteered to assist leads with different projects/tasks, demonstrating the willingness to learn new tasks and increase skill levels
- Assisted with research to address shipping errors and packaging mistakes
- Completed physical inventory counts as needed
- Kept warehouse clean and organized to maximize team efficiency and productivity
- Kept work areas clean and neat

Mitchel and Scott Machine Shop-Indianapolis, IN

Bronze Screener, 10/2017-5/2019

- Performed visual assessment of products to evaluate conformance with quality standards, such as appearance and clean requirements
- Inspected bronze parts and packed according to customers specifications
- Worked in other departments as needed

Kimball Electronics- Indianapolis, IN

Quality Technician, 2/2017-5/2017

- Inspected and gauged the openers for the Epi Pens
- Measured cord/tubing and verified that they were within tolerance
- Machine operator
- Assembled brakes for hospital beds
- Cut and measured tubing for medical supplies
- Kitting
- Worked in other departments as needed

CTP Corporation- Indianapolis, IN

Shipping Table Operator, 9/2008-4/2016

- Operated robots that weld
- Sanded parts
- Inspected welds
- Gauged parts that came off robots
- Loaded and unloaded robots
- Pressure tested parts with water and air decay machines
- Worked in a work cell
- Moved parts manually and thru the computer system
- Packed parts per customer specifications
- Worked with hot lists and priority lists
- Hand bent parts
- Assembly
- Final inspection before parts were shipped
- Verified part numbers and placed in appropriate shipping containers
- Kept work areas clean
- Observed all safety policies and procedures
- Received and processed both written and verbal instructions, prints, and work orders
- Worked in other departments as needed
- Planned pitch-ins, celebrations, fund raisers for employees as needed

Education

IVY Tech State College- Richmond, IN

Business Management/Accounting 1989-1991

Randolph Southern Jr.-Sr. High School

General Studies, Graduated 5/1984

References Available Upon Request

MANAGEMENT

- For best results when selecting text to copy or edit, don't include space to the right of the characters in your selection.

SALES

- Need a heading? On the Home tab, in the Styles gallery, just tap the heading style you want.
- Notice other styles in that gallery as well, such as for a bulleted list like this one.

COMMUNICATION

- You delivered that big presentation to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others.

LEADERSHIP

- Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!

Experience

[JOB TITLE] | [COMPANY] | [DATES FROM - TO]

- This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

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