

# MEVZETA HUBJER

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## Objective

To secure a challenging and rewarding entry-level position with a dynamic company that will enable me to gain valuable and quality work experience for the benefit of the company.

## Experience

Accellent Inc., Assembly Line Operator

September 2008 - February 2012

- Participated in precision component manufacturing and medical device assembly
- Complied with all safety policies and safe work procedures established by the company
- Completed production and quality targets within deadlines

Sports Authority, Inc., Part-time Retail Sales Associate

January 1999 - present

- Provided prompt, efficient, and courteous customer service
- Handled a myriad of customer requests and inquiries
- Maintained a clean and customer-friendly environment at the store
- Provided superior customer service to ensure customer satisfaction

Jeppesen Sanderson, Inc., Finishing Specialist

August 1999 - February 2006

- Assembled printed documents using established department standard
- Performed quality checks of completed books for errors
- Trained and monitored new employees to perform quality and efficient work in compliance with company's standard procedures
- Prioritized and handled a myriad of responsibilities in a fast-paced environment
- Effectively collaborated with various departments within the company

## Education

Ekonomiska Skola, Bosnia-Herzegovina, High School Diploma

August 1972 - June 1976

The main emphasis of the studies was on economics

## Skills

- Exceptionally detail-oriented
- Focused on accuracy and quality end product
- Well organized
- Welcomes every opportunity to learn and amass new knowledge
- Patient and welcoming of other cultures.