

Jacqueline Holliday

Material Handler - RANDSTAD / ENTEGRIS

Young America, MN 55397

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To use my skills and abilities to obtain a 1st shift, full-time position in manufacturing

Authorized to work in the US for any employer

Work Experience

Quality Auditor

IWCO Direct - Chanhassen, MN

January 2017 to Present

Work 12 hour, rotating shifts on 1st shift, standing and lifting

Perform quality control checks to ensure that customer compliance is being met for all products being produced at all company locations

Notify shift Manager, Supervisor, Leads and Trainers and Operator when non-compliant issues occur, then collaborate to correct the issue(s)

Enter data into tracking system

Complete daily shift report

Work with Continuous Improvement team and QA Management in customer compliant and internal customer investigations

Comply with company safety standards

Material Handler

RANDSTAD / ENTEGRIS - Chaska, MN

February 2016 to January 2017

3rd shift

- Work with 6s in mind (Sort, Set in order, Shine, Standardize, Sustain and Safety)
- Measure out material for injection molding presses on the production floor
- Mix in dye with resins, polymers, etc., as requested by work orders
- Log material work orders in SAP
- Check material levels to ensure continuous running of presses
- Have next job ready for the press per dispatch report

- Make sure dryers and oven are at correct temperature and dry for the amount of time required for each type of material added
- Sanitize material totes as needed to reduce possibility of contamination
- Order materials from warehouse as needed
- Stand for 8 hour shift
- Wear PPE required for each job

Production Technician

GENERAL MILLS - Chanhassen, MN

October 2015 to January 2016

- Pre-scaled recipes to be used on the baked platform
- Recorded ingredient lot numbers on formula sheets for food and human safety
- Utilized Personal Protective Equipment (PPE)
- Complied with Good Manufacturing Practices (GMP)
- Monitored production line; troubleshooting equipment, correcting problems, communicating with Team Lead, Operations Specialist, QRO Lab, and the maintenance department as needed
- Entered shift updates and ordered materials on computer
- Safely performed product/equipment changeovers on production line using Lock Out, Tag Out procedures if called for • Obtained HACCP Certification
- Recorded required production information on HACCP paperwork
- Participated in monthly MSS cleaning; performed allergen cleans, etc., according to General Mills sanitation requirements
- Lifted materials and ingredients weighing 50 lbs.
- Stood for entire 8 hour shift
- Supervised temporary personnel assigned to production line
- Completed monthly training as required by General Mills

Temporary Associate at General Mills

SMX, LLC - Chanhassen, MN

April 2015 to October 2015

Chanhassen, MN

- Performed weekend coordinator duties of temporary associates for 3rd shift
- Worked 3rd shift as a "Yellow Hat" (line lead) training and supervising temporary associates on GMPs, proper PPE, sanitation procedures and production line requirements
- Carried out tasks requested by Production line Technician

Companion / Caregiver

RIGHT AT HOME - Plymouth, MN

February 2014 to July 2015

Provide non-medical in-home care for people in their homes which might include: companionship, light house cleaning, laundry, meal prep, errands, grocery shopping, and medication reminders

TARGET - Waconia, MN August 2008 - August 2011

Presentation / Plan-o-gram Team Member

- Examined and executed planograms throughout the store as directed by Corporate

- Set required signage throughout the store, including seasonal decorations using a WAVE
- Responsible for merchandising product throughout the store
- Assisted customers maintaining a friendly, positive attitude
- Helped to keep store clean, fresh and organized
- Utilized personal data assistant for inventory purposes
- Certified on warehouse equipment

Temporary Associate at General Mills, Chanhassen

SELECT STAFFING, INC - Excelsior, MN

October 2014 to April 2015

MN

- Worked 3rd shift in warehouse picking, packing, quality control, sanitation and other assignments as requested by supervisor or Production Technician

Program Manager, Sports Product Development

ASSET MARKETING SERVICES, INC - Burnsville, MN

January 1996 to January 2000

- Worked with the Director of Sports Product Development in planning, coordinating and executing sports programs (approximately \$500,000 - \$1,000,000/month) for telemarketing sales staff
- Wrote product fact sheets to be used on the telemarketing sales floor
- Detailed program budgets
- Attended athlete signings and sports conventions throughout the United States
- Supervised the activities of the Sports Product Development Project Coordinator

Assistant Program Manager, Sports Product Development

- Tracked inventory levels so as to keep product current and sellable
- Worked with the Fulfillment department to get products out to customers as quickly as possible
- Facilitated meetings between Sports Product Development and the creative department
- Researched athlete and sporting event history using the internet and other sources

Education

Bachelor of Arts in areas of Business and Marketing Communications

Metrotropolitan State University - Saint Paul, MN

Associate of Liberal Arts in Liberal Arts

Normandale Community College - Bloomington, MN

Skills

Quality Control, Auditing