

ANDREA JAKES

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PROFESSIONAL SUMMARY

Reliable and hardworking warehouse operator committed to getting each job done as quickly, efficiently and safely as possible.

SKILLS

- Hard working and self-motivated
 - Fast learner
 - Deadline-driven
 - Organized
 - Innovative
 - Assembly line production
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WORK HISTORY

07/2012 to
11/2012

Picking

Federal Mogul – 7450 N. MC Cormick Skokie, IL

- Operated PC and RF-based computer systems with a high level of accuracy.
- Traveled to appropriate pick location.
- Maintained a safe and clean working environment.
- Obtained appropriate item and quantity at the pick location. Rearranged contents inside cartons as necessary.

04/2009 to
06/2010

Pick To Light

Deluxe Corporation – 1601 E. Touhy Desplaines, IL

- Received and correctly processed both written and verbal instructions, prints and work orders.
- Collated components for assembly.
- Responsible for achieving production requirements.

08/2007 to
10/2008

Assembler

Ford Motor Company – 12600 S. Torrence Chicago, IL

- Ensured that all health and safety guidelines were followed. Inspected and ensured quality of vehicles on the assembly line.
- Observed all safety policies and procedures. Made sure vehicles had enough fuel to be driven off the assembly line.
- Recognized and reported defective material and equipment to shift supervisor.

09/2004 to
04/2007

Production Associate

Visteon Regional Assembly – 12624 S. Burley Chicago, IL

- Inspected and tested components, assemblies and power tools.
 - Closely inspected parts to ensure they were clean and free of contaminants.
 - Recognized and reported defective material and equipment to shift supervisor.
 - Swept floors and stored equipment at the end of each shift.
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EDUCATION

1996

High School Diploma:

Foreman Highschool - 3235 N. Leclair