

Jamie Arteaga

Saint Paul, MN

- Email me on Indeed: <http://www.indeed.com/r/Jamie-Arteaga/34e36311c6471ed0>

Authorized to work in the US for any employer

Work Experience

Packaging Technician

TAPEMARK - West Saint Paul, MN

January 2019 to Present

Operated packaging and rewind equipment. Followed good documentation procedures, accurately completed manufacturing records, such as PMRs and MBRs. Performed inspection and packaging activities to ensure compliance with customer and Tape mark standards.

Production Worker

C6 Composites - Roseville, MN

January 2018 to January 2019

Packaged carbon fiber Lacrosse sticks. Operated welding and sanding machinery. Scanned and labeled product to customer order and verified labels. Inspected finished product and verified the customer order was correct; such as amount, size, color and decals.

Packer/Quality Control

Group O - Mendota Heights, MN

August 2015 to December 2017

Programming new phones to be displayed in retail outlets. Packaging and shipping devices along with launch kits. Placing security devices on phones as well as new information. Inspecting security on phones and packaging products. Verifying correct amount and correct program.

Education

Associate of Applied Science (AAS) in Applied Science

Saint Paul College

May 2020

Diploma

Henry Sibley High School

Skills

- fast learner
- Excel
- Communications
- Computer Skills

- Problem Resolution

Assessments

Working with MS Word Documents — Highly Proficient

February 2020

Knowledge of various Microsoft Word features, functions, and techniques.

Full results: <https://share.indeedassessments.com/>

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Data Entry — Proficient

February 2020

Entering data quickly and accurately.

Full results: <https://share.indeedassessments.com/>

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