

# Jarvis D. White

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## Summary of Skills

- Excellent customer service and communication skills
- Used computerized system to verify and update inventory control
- Shipped high volume of orders daily; followed all procedures and kept accurate record control
- Proper use of various tools such as manual and electric
- Resolved a wide range of problems including missing and damaged merchandise

## Education

**Coyne College – Chicago, IL**

**Diploma 2004**

Electrical Construction and Maintenance

## Work Experience

**Novolex-Alsip, IL.**

**09/2016-11/2017**

**Machine Operator**

- Understand and follow all safety procedures
- Setup and operate bag machine and support equipment to convert paper into bags
- Read and verify order sheets
- Understand print job requirements and quality issues
- Perform quality checks on finished products
- Complete daily production paperwork
- Maintain a safe and clean work area

**Aerotek-Tinley Park, IL**

**01/2015-09/2015**

**Assembler**

- Assemble and connect circuit boards to faceplates to standards.
- Connect the faceplates to the base and place labels in designated areas.
- Place the meter into the calibrating testing station and scan barcoded labels to begin testing
- Print the new labels for customer and place in designated areas
- Inspect the cover for dust or scratches and place it on the assembled meters
- Sort product by catalog number and pack in the proper box.
- Place on pallet in proper serial number sequence when required and strap for shipments.

**Renzenberger-Bedford Park, IL**

**12/2014-04/2015**

**Road Driver**

- Maintain customer relations by transporting crews safely and efficiently.
- Determine condition of equipment by inspecting vehicle and completing inspection forms
- Ensures operation of vehicle by completing preventative maintenance as required
- Communicates in a timely manner with the Dispatch Center on trip information

**Bob's Dairy Service's-Franklin Park, IL**

**09/2010-12/2014**

**Driver's Assistant**

- Assisted with delivering of dairy products to various locations in a timely manner
- Stocked and merchandised products for customers

