

Jeff Schroeder

Production Worker

Brighton, CO

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To contribute my many years of work experience, knowledge and skills, providing a very productive, dependable and self directed team member to your organization.

Authorized to work in the US for any employer

WORK EXPERIENCE

Production Worker

Vestas - Brighton, CO - 2014 to 2015

Responsible for completing blades received in from the Shells Department and preparing them for paint (i.e., Craning, Gluing, Pore Filling the Root and Edges, Sanding/Grinding, Installing Lighting system and Drainage tube/hole)

Production Worker for Vestas

S.O.S Staffing/Elwood Staffing - Brighton, CO - 2013 to 2014

Production worker for Vestas(See above)

Assistant Director

ABM Securities - Denver, CO - 2009 to 2013

Responsible for searching employees for possible theft

- * Logging in-out tractor-trailer sets, checking paperwork to ensure everything is in order
- * Submitting payroll and creating work schedules
- * Training new personnel

Shipping and Receiving Specialist

Janus Capital Group - Denver, CO - 1998 to 2008

Responsible for overseeing all aspects of receiving and recording all inbound materials

- * Implementation of inbound package security screening system.
- * Implemented a system and procedures to provide tracking and reports for Office Services productivity.
- * Responsible for overseeing shipment of all Monthly and Quarterly mass mailings.
- * Database Record Maintenance for multiple Shipping and Receiving Database Systems.
- * Provide Reports in printed and electronic formats from various databases.
- * Provide SAP System support to Accounting Department.
- * Maintain a working relationship with multiple Departments, providing Shipping and Receiving support.
- * Provide Quality Control for multiple Shipping and Receiving Database Systems and Departmental processes.
- * Provide Training to all new Shipping and Receiving employees.
- * Distribution/Delivery of internal interoffice mail

ADDITIONAL INFORMATION

Skills

- Forklift, Power-Pusher Certified (Vestas)
- Crane Operator trained (Vestas)

- Confined Space trained (Vestas)
- MS-Word-Intermediate
- MS-Excel-Intermediate
- Pitney Bowes Database Management
- NeoTrack Database Management
- Auto Clear-Bio-hood/X-Ray Equipment Operation-Proficient
- Advanced Computer Literacy
- SAP Accounting System
- Type 40 wpm