

Jeffery Ellis

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2623701876

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Dear Hiring Manager,

I'm applying for the production packaging position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. Experience in both machine operating and shipping and receiving makes me a great fit for the position you described. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Jeffery Ellis

# Jeffery Ellis

1441 Newton St.

2623701876

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## OBJECTIVE

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- Experienced machine operator moving across country looking for a company to make an impact with. Researching the company I noticed lots of engineering opportunities. I am motivated and dependable and looking for a position within this impressive company.

## KEY QUALIFICATIONS

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- Experienced machine operator
- Knowledge in lean manufacturing guidelines
- Forklift and pallet jack certified
- Attention to detail and job specific outlines
- Self motivated
- Team player
- Dependable and on time every day

## WORK EXPERIENCE

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### Quad Graphics

Binder Operator

February 2009 - March 2012

- Started as pocket feeder and was promoted to lead operator within first year
- Lead teams of 4 to keep machine running through a 12 hour shift.

### Roundys

Reciever/Unloader

March 2012 - January 2013

- Forklift certified
- Job was commissioned based. I started out making 12/hr and worked my way up to 18.50/hr average which was one of the highest among our crew.

### Brady Corp.

Machine Operator, Slot Die Operator

February 2013 - November 2015

- Hazmat certification
- Forklift certified
- 92% uptime on slot die runs
- 0 injuries amonst the plant in over 400 days straight.