

Jennifer Buiwitt

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Skills & Abilities

Warehouse / Order Pulling / Label Room/ Displays (show coordinator)

- Working closely with marketing team to organize all products, literature, etc. that may need to be sent to company trade shows
- Using Smartcart program to fulfill, organize, and pack orders for shipping using company specific guidelines
- Printing labels for company products while examining them for very precise accuracy
- Packaging and preparing labels for shipping

Inspection of Injectable Medication

- Manually inspecting injectable medication on a pace line and discarding defective product
- Assisting line coordinator with automated lines, batch record duties, and transporting of incoming and outgoing product
- Practicing ergonomically correct seated positions, movements, and exercises during 8 hour shift

Customer Service

- Server/ Hostess: Providing guest services, maintaining a clean and friendly work environment, performing food prep and cooking duties
- Cashier: Operating cash drawer to complete cash, credit and debit transactions in restaurant and grocery, and retail environments

Clerical

- Performed general office duties in an organized work environment
- Experienced in Microsoft Office
- Proficient in word processing (30+ WMP)

Employment

Midwest Fastener
Order Puller, back up label room, show displays coordinating Portage, MI
April 2018 to April, 2021

Manpower (Pfizer)
Inspection Operator: Pace lines and automated lines Portage, MI
June 2017 to February 2018

Bowers Manufacturing
Fabrication operator: Punch Press, Drill Press, lathes Portage, MI
August 2016 to May 2017

Education

Western Michigan University
Seeking a Bachelor's Degree in Social Work Kalamazoo, MI

Kalamazoo Valley Community College
Associates' Degree in Liberal Arts Kalamazoo, MI