

Jennifer Mann

Princeton, MN

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Authorized to work in the US for any employer

WORK EXPERIENCE

Quality wire tech

Northwire - Osceola, WI - August 2016 to Present

Receiving in raw material and filing into the computer database.

Answering phone calls

Testing cable and wire on a direct shock computer program for shorts and opens.

File program setups and inspect next group of wires

Wire and assembly technician

Premier Marine Inc. - Wyoming, MN - November 2015 to September 2016

Follow written and verbal communication on paperwork per customers orders

Wire all lights, toe kicks and speakers according to blueprint

Run, hook up and attach aerators, ladders, Interior and Skirt lights

Measure and Tack up performance kits and Skirting for better performance of boat

Help wherever useful

Assemble ladder lights, underwater lights, Bimini plugs.

Warehouse Operator

Fireball Fabrications - Little Canada, MN - April 2015 to September 2015

- Forklift / Warehouse
 - Shipping and packaging PO orders
 - Organizing warehouse
 - Assembling parts and manufacturing
 - Power tools
 - Categorizing and Labeling of raw material and WIP products
 - Data entry of raw material and finished goods
 - Picking orders and emptying semi trucks
 - Itemized all raw material and shipping coming in or out • Shipped and packaged manufactured hydraulic parts to said customers
 - Can operate drill press, sanders and air guns
 - Experienced with assembly prints and following specific directions
 - Transport material in company vehicle to and from anodizing companies
 - Label raw material with purchase order number, quantity and size
 - Get hydraulic parts ready to ship to customer; washing, blowing, bagging, sealing, oiling and packaging said parts with appropriate paperwork and date to be sent
 - Operate forklift
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- Comprehensive knowledge of computer programs
 - Significant knowledge and skill with up-to-date technology

- Significant ability to establish and maintain effective working relationships with employees, supervisors, managers,
- Exceptional skill and effectiveness with oral and written communication
- Experience in researching, studying, and presenting findings
- Ability to work independently with little supervision and maintain confidentiality
- Accomplished in directing the work activities, functions, and performance of others
- Manuevauring a forklift in tight spaces and categorizing inventory
- Significant t knowledge of Ace, job boss, quick books and most inventory and parts computer programs
- Ability to use any power tool, air gun and impact tools along with band saws and sanders

Dispatcher

Highway 10 towing - Blaine, MN - June 2014 to August 2014

Dispatched and received calls in from triple aaa and customers.

Made decisions on what trucks to send out .

Updated network system every couple minutes and radioed in drivers if anything changed

Line lead and utility operator

United States Distilled Products - Princeton, MN - March 2011 to June 2014

Actively involved in all aspects of supporting line production and personnel management. Through evidence-based practices develop and implement line procedures and SOPs as departments policies and procedures.

fill out paperwork and graphs for line percentages

Backup for tank room

Able to fill in for any position necessary

Operate production lines oversaw and supervised 10 or more employees

Have taken quality and safety training classes

Capable of running and maintaining all machines in the factory

Able to multitask in several different areas

Line change to certain size bottles

Handling eol date entry processes and forklift locations along with photocopying, emailing, printing, filing entries from day to day workload and answering phones

Troubleshoot palletizers and case packing machinery in factory

Team lead for H line and oversaw 6 people.

Organized temporary workers and supervised them

Full access to supervisor for ACE software.

Oversaw third shift when supervisor was away

Superior at multitasking and overseeing product lines

Quality control and lean manufacturing classes.

Basic life support certification

EDUCATION

Associates

Liberal Education Bemidji State University - Bemidji, MN

May 2010

Cambridge-isanti highschool - Cambridge, MN

2001 to 2005

SKILLS

Forklift Operator (4 years), Date entry (3 years), Maintenance (1 year)

GROUPS

Alpha Pi Chi

September 2005 to May 2010

Community service sorority . 2 years presidency

ADDITIONAL INFORMATION

- 5s and lean manufacturing
- Creative Leadership for Managers, Supervisors, and Team Leaders
- Team lead classes
- Troubleshooting and maintenance tips and skills
- Safety and Msds data sheets
- Basic Life

Forklift and man lift

Power tools

Band saws and drill presses

Impact wrenches and drivers

Maintenance