

# Jeremy Ballard

## Experience

**Dutch American Foods - Crete, IL** **2018-Present**

*Mixer Operator/ Forklift Operator*

- blender / mixer
- pre weight
- Forklift

**J.R.Short - Kankakee, IL** **2017-2018**

*Blending operator*

- Utilized Microsoft excel to keep track of the mixes
- Utilized ingredient sheets
- followed g.m.p. s and haccp standards for cleanliness
- Utilized a scale to measure out ingredients
- Clean and sanitize machinery

**Country Malt Group- South Holland,IL** **2017-2017**

*Forklift Operator*

- Order Picker
- Milling barley to make smaller brews
- Operating forklift to replenish product
- Following GMPS, and using lot codes to rotating new merchandise

**Van Drunnen Farms – Crown Point, IN** **2015 - 2016**

*Shipping and Receiving Associate*

- Utilized Microsoft Word/Sage to upload jobs and converse over orders to be filled and distributed to locations within the United States
- Loading and unloading trucks using sit down and stand up reach forklifts
- Completed written paperwork and created BOL's
- Safely drove a forklift to keep the flow of production including tracking daily revenue and new merchandise
- Cleaned and sanitized machinery

**Hubingers Landscaping – Crown Point, IN** **2014 – 2015**

*Landscaper*

- Performed routine maintenance duties on equipment, laid sod, planted trees, and cut down tree limbs
- In the winter performed snow removal, which included shoveling and plowing hospitals and businesses

**Albanese Confectionery Group – Merrillville, IN**

**1999 – 2003, 2008 - 2013**

*Batch Mixer/Machine Operator*

- Performed batch mixing per specific batch sheets of dry and liquid raw materials to make various types of candy products
- Retrieve raw materials and weigh out to proper amounts prior to batch mixing
- Set up and operated machinery including a Mogul, Mixers and Packaging Machines
- Computer data entry
- Quality control of product performing starch and moisture tests
- Abide by GMP's and sanitation procedures
- Loaded and unloaded trucks and performed shipping and receiving using a forklift
- Also acted as assistant supervisor and trained new employees entering the company

**Dawn Foods – Crown Point, IN**

**2003 - 2008**

*Batch Mixer*

- Utilized batch sheets to perform batch mixing of raw materials to make various bakery products
- Crew leader on the extruder line as well as a breakout manger, those duties included giving employees there breaks and running the machine while they were on those breaks
- Abide by GMP's and SOP's
- Operated forklifts and performed shipping and receiving duties
- Member of the safety committee and first aid team, which included defibrillator training

**Education**

**Gavit High School**

*GED*

**Achievements/ Volunteer Causes**

Completed 30 hours of community service including food donations and food pantry's  
Active in local blood donations for American Red Cross Association (Present)