

Jessica Sanchez

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WORK EXPERIENCE

Temporary Assignments August 2015 to current
Inventory, warehouse, general labor positions.

Career break to care for son January 2014 to August 2015

Machine Operator/Assembler

Marian Chicago - West Chicago, IL - March 2013 to December 2013

Responsible for working and leading in a busy manufacturing warehouse and ensuring that orders come out on proper dates from the assigned department, also ensuring of company's quality production.

Skills Used

*Bilingual

*MATH

*Operate Slitting machines.

*Train others co-workers making sure they understand how to run machines.

*Scheduling orders and always trying to be ahead with jobs.

*Maintaining inventory control in the warehouse.

*Packaging merchandise for shipment.

*Quality production.

*Moving pallets by hand or manual pallet jack.

*Finding stock and merchandise in the warehouse.

*Ensuring that the correct labels are on all stored pallets.

*Routinely cleaning all warehouse areas and containers.

*Using computer equipment to generate labels.

*Ensuring co-workers follow with safety rules and requirements.

*Reporting potentially unsafe conditions to senior managers.

*Stacking and storing merchandise in the appropriate area according to established sequences and procedures.

Machine Operator/Quality Control

Labor Temps - Aurora, IL - February 2010 to February 2013

*Operating more than one machine at the same time.

*Sweeping the floor of the warehouse.

*Quality production.

*Sorting by numerical codes.

*Report amounts by the end of the shift.

*Picking the correct size of pallets or boxes to use.

*Verifying that the merchandise received is the same as the merchandise ordered.

*Taking part in company and departmental meetings.

*Immediately cleaning up any spills.

Skills Used

*Processing orders quickly and efficiently.

*Ability to work in non-climate controlled conditions.

*Physically fit and able to use hands and fingers and possessing superb eye-hand coordination.

*Able to adapt to changing work priorities.

*Ability to read and comprehend simple instructions, correspondence, and memos.

*Familiar with a computerized warehouse system.

*Maintaining a clean, organized and safe work environment.

*Ability to organize and prioritize job tasks and requirements.

*Establishing safety procedures.

*Accurately interpreting instructions.

*Demonstrating integrity and respect to senior managers at all times.

*Processing orders quickly and efficiently.

PERSONAL-

*Can repetitively lift heavy loads.

*A consistent and reliable attendance record.

*Bilingual (Spanish)

*Great math skills

EDUCATION

High School Diploma

East Aurora High School - Aurora, IL
2006 to 2010

SKILLS

Clerical (1 year), Bilingual, Shipping (1 year)