

# Jim Edgar

## Production Operator - Label Tec

Fort Collins, CO 80525

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Proven experience in a range of administrative, office operations and manufacturing. Recognized team building, mentoring and leadership skills. Facilitated change in the workforce to support and meet financial and quality objectives. Demonstrated a talent for recruiting, interviewing, hiring, training, supervising and retaining staff. Delivered personal attention to customers to ensure a high level of satisfaction and generated loyal repeat clientele. Quality assurance with all manufacturing.

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **Production Operator**

Label Tec - Fort Collins, CO - 2015-11 - Present

Production printing and rewinding in manufacturing of labels. Packaging of materials into containers and boxes for storage and shipment. Quality control of all products. Shipping and receiving. Adhering to all company safety and work related policies.

#### **Machine Operator/Temporary Position**

Addeco/Carestream Health - Windsor, CO - 2015-07 - 2015-10

Machine operator with Carestream Health wide role medical film production facility. Packaging and moving of products from the shop floor into the warehouse.

#### **Production/Temporary**

Manpower/Tolmar - Fort Collins, CO - 2015-04 - 2015-07

Production with pharmaceutical products. Inspecting and packaging products into vials, tubes, bottles and containers up to company specifications.

Target, Fort Collins, Colorado

#### **Flow Team Member**

Target - Fort Collins, CO - 2014-09 - 2015-04

Responsibilities

Placement of current and new products to the sales floor. Merchandise displays, inventory, customer service and backstocking of store products

#### **Store Manager**

Cody Newsstand - Cody, WY - 2011 - 2014

Responsibilities

Retail Store Operations. Selling, and ordering products for the store. Hiring, training and supervisor for all employees. Customer special orders, inventory, bank deposits, daily and monthly reports

#### **Maintenance and Sales**

Old Trail Town/ Museum Of The Old West - Cody, WY - 2011 - 2011

Responsibilities

Property maintenance, carpentry, cleaning and general upkeep. Museum admission sales, gift shop sales,

merchandise inventory and replenishment.

### **Manufacturing Operator**

Carestream Health, Inc. - Windsor, CO - 2010 - 2011

Sensitizing in the Carestream Health medical film and printing solutions. Chemical production with emulsion. Testing and finishing product into proper specifications.

### **Sales Associate Seasonal Living and Outdoor Power Equipment**

Lowe's Home Improvement - Loveland, CO - 2007 - 2010

Ensured the highest levels of customer service. Responsibilities included sales and special orders for customers. Merchandise displays, stock and replenish product and inventory control.

### **Staff and center supervisor**

Evening Supervisor - Cody, WY - 2005 - 2006

Managed outbound packages for air and ground transportation. Maintained operations data, timecard verification, cost records and daily reports

### **Office Manager**

Best Western Sunset - Cody, WY - 1994 - 2005

Coordinated all front office operations of the hotel. Inspected guest rooms, public areas, and grounds for cleanliness and appearance. Revenue manager for all room and group rates, hired and trained staff, assigned duties and scheduled shifts. Observed and monitored performance to ensure efficient operations and adherence to the facilities policies and procedures.