

Jordan Jones

Farmington, MN

- Email me on Indeed: <http://www.indeed.com/r/Jordan-Jones/2417935613124d10>

Authorized to work in the US for any employer

Work Experience

Packaging Operator B

Post Consumer Brands - Northfield, MN

November 2017 to Present

Under general supervision operate, monitor, and changeover all equipment in the production area by following company procedures to assure it is running correctly

- Perform expanded list of quality checks on raw ingredients, intermediate and finished products, and packaging materials. Document all quality checks properly.
- Keep work area clean and orderly, perform sanitation audits and develop action plans to correct problem areas.
- Perform repairs and preventive maintenance on all related equipment.
- Record production data required for measuring waste, downtime or production efficiency, or other pertinent data as required.
- Plan ahead to maximize efficiency of Team and equipment by following production schedules.
- Communicate pertinent information with the Team Lead, the Operations Supervisor, the other shift team members, and the other support groups up to date on important information, processes, issues and concerns
- Seeks out opportunities to contribute to the business success through proactive involvement in lean initiatives.
- Participate in special projects/assignments, training, and other activities of the team as required.
- Substitute for any Team Member during breaks/absence/vacation.
- Perform other duties as assigned by management

Pad Printer

Laser Magic, Inc - Hudson, WI

February 2012 to November 2017

Pad Printer

- Operate Pad Printing Machine to prepare film/artwork and produces clichés.
- Skilled in printing irregular, curved, uneven textured, and flat surfaces.
- Collect and inspect random samples during print runs to identify any necessary adjustments.
- Examine job orders to determine quantities to be printed, stock specifications, colors, or special printing instructions.
- Prints letting and designs on objects using screen-printing device.
- Start presses and pull proofs to check for ink coverage and density, alignment, and registration.
- Adjusts position of design or screen to ensure specified color print registrations.
- Examine engraving for quality of cut, burrs, rough spots, and irregular or incomplete engraving.
- Move freight, stock, or other materials using a pallet jack.

- Sort cargo before loading and unloading materials.

Customer Service Representative

Super America, Corp - Burnsville, MN

October 2010 to October 2011

Assist customers by providing information and resolving their complaints in person or by telephone.

- Issue receipts, refunds, credits, or change due to customers.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Establish or identify prices of goods.
- Stock shelves and order product as needed.
- Operate cash register and lottery machines as needed.

Education

High School Diploma

Burnsville Senior High School

May 2010

Skills

- Hardworking
- Flexible
- Multitasking
- Microsoft Word
- Welding and metal fabrication
- Customer Service
- Problem Solving
- Technical
- Teamwork
- Time Management
- Silk Screening
- Digital Printing
- CO2 Lasers
- YAG/Fiber Lasers
- GMP
- Mixing
- Labeling
- Food Production Experience (3 years)
- Food Safety Experience (3 years)
- Food Handling (3 years)
- Forklift Operator (3 years)
- Electric Pallet Jack (8 years)
- Team Leader (2 years)

Certifications and Licenses

Forklift Certified

November 2017 to Present