

# Juli Kleist

Rochester, MN

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I wish to obtain permanent employment with opportunity for growth, change, and longevity.

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Production Worker**

Medical Innovations - Rochester, MN - October 2015 to September 2016

Production Technician

Medical Innovations

Rochester, MN

Start Date: 10/30/2015 End Date: 09/15/2016

Cutting and packaging multiple sizes of carbon pre-filter for use in several varieties of air purifiers.

Maintained quality control checks to ensure quality and accuracy of product.

Ability to use measuring tools to ensure accuracy.

Prepared product for shipment.

Bindery Helper

Sentinel Printing

St. Cloud, MN

Start Date: July 2008 End Date: March 2011

Assisted in the set-up and operation of the coiling of quality books for schools.

Experienced in small drill press operation to produce finished product.

Assisted in the set-up and operation of the Perfect Binder to produce and package books for shipment.

Followed written and verbal instructions to produce quality products.

Maintained quality control checks throughout the process to ensure accuracy and quality of printed materials.

Promptly comprehended new assignments and procedures as instructed.

Packer

Fingerhut

St. Cloud, MN

Start Date: August 2006 End Date: December 2007

Demonstrated excellent organizational and time management skills.

Processed and packaged customer orders for shipping to include labeling boxes and completing paperwork.

Sustained a positive attitude during repetitive tasks.

Trained new employees in performance duties, expectations and quality control.

Page Binder Operator/Distribution Tech

The Antioch Company

St. Cloud, MN

Start Date: Sep 1999 End Date: Nov 2005

Experienced in operating page binder to produce quality scrapbook pages.

Loaded trucks and operated automated box making machine.

Utilized RF gun to pick customer orders.

Worked on line picking and packaging customer orders for shipment.

Assembler

Truth Hardware

Owatonna, MN

Start Date: January 1992 End Date: December 1998

Operated small machines to assemble window hardware products in compliance with schematics and written instructions.

Experienced in the use of micrometer to ensure product is within specifications.

Quality checking of finished product.

Packaging and labeling of finished product.

Assisted the lead person in their absence in the overall operation of the department.

ISO 9001 Certified.

#### ADDITIONAL INFORMATION

I work well as a team player or independently. I require little to no supervision. I am good with communicating with others as needed. I am versatile in learning a variety of tasks. I follow instruction easily and I am very good at obtaining clarification as needed to make sure the job is done right the first time.