

Kara-Ann Collins
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Relevant Experience

Production

- Supervised work orders, shipping & receiving and work floor
- Worked in team setting to meet folding and packaging Mylar balloons quotas & posted totals
- Monitored product for exact size for packaging and removed/replaced damaged product
- Maintained supplies and restocked assembly bins with materials to complete daily goals
- Consistently met and exceeded daily quotas and maintained standards of excellence in performance and team work
- Loaded and unloaded materials from incoming and to outgoing trailers
- Moved shipments to and from shipping-and-receiving platform to storage and work area
- Unpacked and examined incoming shipments, rejected damaged goods, recorded shortages, and corresponded with shipper to rectify issues; Verified incoming and outgoing shipments

General Assembly

- Worked in team setting to meet quota of cutting rubber parts
- Performed light manufacturing, assembly and collating
- Clipped extrusion parts
- Provided quality assurance by monitoring product for exact size to be placed into packaging and removed/replaced damaged product
- Maintained supplies and restocked assembly bins with necessary materials to complete daily goals
- Unpacked and examined incoming shipments, rejected damaged goods, recorded shortages, and corresponded with shipper to rectify damages or shortages
- Verified and kept records on incoming and outgoing shipments

Customer Service

- Good written and verbal communication skills
- Communicated with employees and supervisors to answer questions and address complaints
- Demonstrated a safe work environment to ensure a customer friendly environment
- Established efficient and exception customer service
- Computed total charges for services and verified accuracy of data entered
- Greeted customers entering establishments and thanked them for their patronage as they left
- Answered customers' questions, and provided information on procedures or policies
- Assisted customers by providing information and resolving their complaints

Employment Experience

Production/ Assembly

AccessAbility, Inc., Minneapolis, MN

2019

Student	MCEC, Shakopee, MN	2019
Production/Assembly	MINNCOR Industries, Shakopee, MN	2016 - 2019
Cosmetology Student - 2016	MCEC, Shakopee, MN	2015
Telemarketing 2011	Satcom, Brooklyn Center, MN	2010 -
Customer Service	Best Buy, Blaine, MN	2010
Telemarketing 2010	Viking Magazine, Fridley, MN	2009 -

Education & Certifications

OSHA 10 General Industry	2019
Forklift Certification	2019
GED, Blaine ABE	2010