

Karen Giardunio

Longmont, CO 80501

karendgiardunio@gmail.com

#readytowork

Work Experience

Pre-Preg Production

Vestas - Windsor, CO

November 2019 to Present

I am in the Pre-Preg. Department. We join together what are called "Dry" and "Wet" components that are essential to the building process for creating the blades used in our Wind Turbines. Our contribution marries into the mold used to form the blade - when added to the resin and skeletal-base (known as Webbs), our materials assist in forming a kind of pliable element to each and every blade. Our department is the most laborious side of the process. I work 12 hour shifts, starting at 5:30 AM - 6:00 PM. Our work schedules consist of a 3-day run - on the first week, then a 4-day run the following week, trading a 3/4 day week from one week to the next. We are a 4 man/woman team and the pace must be kept up throughout the entire day. We are required to meet a quota of 3 tables per each pair of workers. This means we partner up with one other person to get the job done. The job is both physically and mentally demanding, and makes it necessary to know how each separate material grouping is done. This is accomplished by memorizing each set of grouping-pieces and the number of materials involved in the entire process. We merge hundreds of these paired items together on a daily basis. We have to meet a quality requirement as well - so a handheld device is used - to assure accuracy. This is set up through a separate set of programs that we use in union with our proprietary software - and a light laser component that helps us to properly align each piece of material. This is a very precise process, and full attention to detail is an absolute must.

Machine Operator

Hexcel Corporation - Windsor, CO

March 2020 to June 2020

Karen Giordano

303-532-7836

karendgiardunio@gmail.com

Skills

- Safety Rails
- Trilingual (Spanish, Italian, English)
- Crane Operator
- Pumps
- Electrical Jack
- Data Entry
- 10-Key
- Typing

- Shipping & Receiving
- Database
- Clarify
- Pivot tables
- Maintenance
- MS Excel
- MS Power point
- MSWord
- Team player
- Management
- Administration

Education

ALAMOSA HIGH SCHOOL
ALAMOSA, COLORADO
1986

HEXCEL CORPORATION
WINDSOR, CO. 89550
MACHINE OPERATOR
3/9/2020 - 5/15/2020

My responsibilities were to assist a group of 5 other fellow team members in:

. Running a machine that is over 130 feet long and 2 stories high.

That system is designed to merge fabric, an epoxy, and a powder "recipe" together through an extensive and elaborate piece of equipment that adheres the items listed above together to create one of the key components used in the making of blades for wind turbines.

- There are essentially 8 focal areas and I worked in 7 of the 8

. The Pumps: Which are in a separate area from the machine described above.

There are 4 pumps that melt the epoxy down from a thick-syrup-like state to a smooth flowing substance that pumps the epoxy through a series of tubes that are connected to yet another area of the warehouse to what is commonly referred to as: The Pit.

. The nearly empty barrels that had been used in the pumps were put into a freezer, frozen, removed from freezer, and taken to another area... Where they were turned upside down, struck with a sledgehammer - to force out any remaining epoxy. I would take that recycled epoxy, carry it over to a barrel, and reuse it in the pumps once it was full. The barrels were then crushed in a crusher, or I saved them for reuse. (I also operated the crusher).

. The Powder Room: it is above, and directly over The Pit and we had to keep that area maintained and supplied with the powder that is lifted up from across the other side of the pit and back over to this room.

. The Loading Dock - This is where we utilize the assistance of a large crane. In this process I used a Lift Jack to carry the powder over to the precise area the crane hovers over. Then, lift it back up to prepare to carry it back over to the Powder Room.

. The entire upstairs/2nd Floor area of the 2-story machine: This area is for the top version of the machine It's where a waxy paper runs through the most of the entire top portion of the machine - until the paper is replaced by a thin, see through substance - referred to as The Polly - near the final end of the finished product.

. The Winder - this was basically the "finished product" site. In this area we had to flip and cut (done with a series of buttons on our left-hand side) the final loaded product. I would add measuring tabs to the new product being loaded up for the next flip and cut - prompted by two different sounding ringtones. This gave a reference point that told where the last 15 and 25 meters were located at the end of the finished product. I would fist carry the product, - via the crane, to lift up and out of the housing element it was cradled in, where a plastic bag was then put over it. The final steps here were where a metal device - simply a large metal bar - with brackets at each end, which would accept a thick cardboard element that resembles a tissue paper cord,-called a "core" it was loaded onto a third cradle, prepped by wrapping polley around the core, w/half circles cut out on each end of the polley, and two-sided tape would be put in the center to then be transported back to the machine to hold the next finished product in, using the crane. I'd then measure from the core - to the right-hand side of cradle, and then fill it with air to keep it in place. I was later in the process, prompted - by pre-established meter markings to prepare for the next flip and to begin the entire process again.

Pre-Loader

UPS - Longmont, CO

July 2019 to November 2019

80501

Essentially, I was responsible for arriving at my appointed "Doc"/station on time, and ready to place specific articles that must be loaded, and placed in proper numerical order - on the proper shelf in each truck - all in accordance to the various areas the deliveries will be dropped off at. As soon as my packages come across the conveyor belt, I grab the item, scan it with the electronic tracking device I am required to use in order to assure each package is placed the proper area and in the proper delivery truck. On average, I load 2 -3 Trucks in a time frame that consists of 5-7 hours. Each truck carries somewhere in the range of 180+ - 230+ separate packages. I also am placed at the end of our final line - which means that I must also lift and carry over - to the other side of the next conveyor-belt-assembly-line, any and all remaining packages, so as to assure the next series of trucks get their packages as well. This is extra work that the other individuals, whom I work alongside do not have to do. I lift items that weigh nearly next to nothing, all the way up to 70 - 100 LBS. Upon completion of all my packages being properly loaded on to the trucks, my day is done. I arrive anywhere between 2:30 AM to 3:45 AM. Every Morning - Monday through Friday.

Sales Associate and Cashier

FRESH CUT, DELI AND MEAT DEPARTMENT, SAFEWAY CORP - Loveland, CO

April 2017 to January 2019

80537

DIRECT STORE NUMBER -669-3440

SUPERVISOR: MIKE DOHN - DELI MANAGER/CELL NUMBER

203-247-3485

I started in Fresh Cut, as Safeway offers a large array of freshly cut products which are related to various types of cutting/presenting fruit and vegetables offered to our customers, as a wide variety of options. I worked in a prep area that was designed to keep in compliance with food safety standards and gave me an open area to cut with ease and efficiency. I had to get fresh ingredients from the Produce Department for each specific item we had available to our customers. Keeping track of any empty holes on our racks, I had to make sure we were stocked as promptly as possible. I had to make sure fruits were cut for the next day's variety of fruit bowls and trays as well.

In August 2017 - I transferred to the Deli Department.

I was on the schedule anywhere from 6:00 AM to 10:00 PM. I opened, covered mid shifts and closings. I cut meats for a variety of sandwiches and for customer's needs, as well as special ordered meat, cheese and fruit trays

I had to fry and bake and put together a specific number of items offered in our department. Upkeep, and cleaning were vital as well, so dishes, floors, wiping down counters, cleaning slicers, windows, display cases, etc. I worked with customers on a regular basis as we provided the items they wanted. I worked the cash register in our department as well. I had to make sure my closers were left with plenty of food items -via extra cooks and fried foods, to assure availability for our evening and nighttime shoppers. I also made sure much of the cleaning was done as well. In October, I had begun my transfer in the Meat Department, whereupon, I was learning how to cut and prep meat products for that area of the store, while my time was being divided in both the Deli and the Meat Department

SAFETY RAILS ADMINISTRATION ASSISTANT

CUSTOM FENCE LLC - Longmont, CO

June 2015 to April 2016

80504

SUPERVISOR: AMY SMITH-JOHNSON:

DIRECT COMPANY PHONE LINE 303-651-5719

CELL PHONE NUMBER 720-984-9254

My duties there were taking calls from top contractors/builders - from Castle Rock to Fort Collins and all areas in between. Through contact venues via direct calls, fax, email and online viewing of each builder's website, I would set up appointments for the Safety Rails Division of the company. As the only provider of safety rails in Northern Colorado- I had to navigate each customer's separate account - that was done by the proprietary software system used in our office. It was specific to each build, its location, the lot, and layout of each property and where the rails were to be placed. These specifics relied on complete accuracy, so my 10Key and typing had to be as close to perfect as possible-since I entered hundreds of items via Data Entry on a daily basis. I had to keep in direct contact with our installers, so calls throughout the day were always a given from our employees. I, myself and the Director of our division were the only 2 people who entered info and took care of any problems that arose.

SHIPPING & RECEIVING MANAGER

PRESTIGE DODGE CHRYSLER JEEP & RAM - Longmont, CO

June 2014 to June 2015

80501

SUPERVISOR: JOHN DODGE, DIRECT DEALERSHIP NUMBER 303-219-1187

For the Dealership. I had to arrive 1 hour prior to all other employees in the Parts Dept, in order to go through each part ordered and shipped to account for each day's needed parts within the facility. That meant I had to separate all the orders: For parts to be delivered by our drivers, Items that were on special order from independent customers, those which were to be put into stock and those needed in our Auto Repair/Express Lanes. On an ongoing basis I had to locate any new part items in accordance to their particular use and stock them in our inventory. In order to keep my department, as organized as possible, I would divide the repaired or replaced parts from our Auto Repair Shop into Scraps, Cores and Warranty items and handle accordingly. Heavy lifting, Computer Software Programs, Typing and 10-Key were daily requirements to perform all tasks at hand. I also became certified in handling Hazardous Materials in order to comply with Federal Environmental Laws.

Night Stocker Team Member

WALMART - Craig, CO

June 2013 to January 2014

I was solely responsible for stocking, ordering and keeping track of any items on hand which were needing replenishment, new product placement, and essentially displaying - in orderly fashion, any and all items available to our customers.

I would take care of the Dairy, Meat Department, Juices, and Egg aisles/areas. I worked overnight and worked on my own.

PHARMACY TECH

CITY MARKET PHARMACY, INC - Craig, CO

July 2011 to June 2012

81625 970-824-6515

CONTACT HR

Provided prescriptions to consumers via data entry. Distributed and dispensed medication under direct

assistance from the Pharmacist on duty, handled customer service and cash register transactions.

Entered new or updated Insurance info on behalf of each customer. Communicated with the Spanish speaking customers and assisted with their questions, concerns, and comments and explained the proper way to take their prescriptions. Navigating the - Special Pharmacy Software exclusive to

Kroger /provided a clearer view of how we kept all things on record and accounted for. I also assisted in stocking our shelves with medications ordered by our Pharmacist/s.

Education

HIGH SCHOOL DIPLOMA

ALAMOSA HIGH SCHOOL

June 1986

Skills

- Mortgage banking
- Mortgage

- Rails
- Database
- Clarify
- Pivot tables
- Maintenance
- Excel
- Powerpoint
- Word
- Team player
- Sales Experience
- Customer Service
- Pharmacy Software
- Produce Experience
- Pharmacy Technician Experience
- Marketing
- Administrative Experience
- Heavy Lifting

Assessments

Customer Focus & Orientation — Highly Proficient

July 2020

Responding to customer situations with sensitivity.

Full results: [Highly Proficient](#)

Customer Service — Proficient

July 2020

Identifying and resolving common customer issues.

Full results: [Proficient](#)

Warehouse Associate — Highly Proficient

July 2020

Assesses the tendencies that are important for success in warehouse roles.

Full results: [Highly Proficient](#)

Sales Fit — Proficient

February 2020

Assesses personality traits that are important for sales roles.

Full results: [Proficient](#)

Work Style: Reliability — Completed

August 2020

Tendency to be dependable and come to work.

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS

- Friendly team player with a good sense of humor that gets along great with people
- Can speak and read Spanish fairly well

- Dedicated, efficient, flexible, good communication skills and works well independently or on a team.
- Have done interpreting/speaking - in the Spanish language in other positions that I have held - I do wish to clarify that I speak Spaniard-Spanish, and can usually break the language barrier between that and Mexican-Spanish with little to no problem.

KEY STRENGTHS

- Diverse Background - Wide range of experience and knowledge in all aspects of mortgage banking and providing customers with appropriate customer in all areas - beyond what is covered in my current Resume. Knowledge of all aspects of mortgage banking.
- Word/Excel/PowerPoint/Access- Advanced skills in all these programs:
- Word- I have used extensively and I am proficient and knowledgeable in all areas of the program.
- Excel- I have used extensively and am proficient and knowledgeable in every aspect of it: Spreadsheets, Pivot Tables, VLOOKUP, Formulas, etc.
- PowerPoint- I have used extensively and I am proficient and knowledgeable. I can build creative presentations.
- Access- Advanced knowledge with this software: Query Design, Database Creation/Maintenance, custom reports, etc.

REFRENECES

- Michael Dohn -Deli Manager
Cell # 203-247-3485
Store Number 970-669-3440

- Amy Smith Johnson-Safety Rails Manager
Cell # 720-984-9254
Office Number 303-651-5719