

KAREN WILLIAMS

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OBJECTIVE: Production / Warehouse / Assembly / Material Handler/ Bindery / Light Industrial /Machine Operator

QUALIFICATIONS

Versatile, hard working, quick learning worker with strong interpersonal communication skills. Good team player who works responsibly alone, as well. Energetic and very punctual.

SKILLS AND ACCOMPLISHMENTS

WAREHOUSE

- Operated pallet jacks to transport products in warehouse and to load into machines
- Performed picking, packing, packaging and shipping
- Served as "Mail Sweeper," sorting, bundling mail and bagging mail on contract for USPS

MACHINE OPERATION

- Ran large CNC machine
- Operated paper cutting / binding machines in production of coupon booklets
- Operated pallet jacks and pallet wrapper
- Operated industrial floor waxers and buffers
- Operated , monitored and fed liquid plastic into molding machine, producing various plastic products
- Steam pressed silk garments and others, including wedding gowns, using industrial presser

ASSEMBLY / MAINTENANCE / CLEANING

- Assembled piece work on production lines - both parts and food
- Packaged, stacked and wrapped products on pallets in preparation for shipping
- Cleaned assembly belts and other equipment to prevent safety hazards and downtime
- Maintained hotel swimming pool (chemical levels, etc) , door access system and performed setup for meetings

DRIVING / CUSTOMER SERVICE

- Drove Metro-Mobility vans for clients with special needs, assisting with wheel chair entry and secured attachment
- Drove personal vehicle and accompanied mentally / physically disabled clients to medical appointments and recreational activities

RELEVANT WORK HISTORY

DOHERTY STAFFING, Edina MN

6/2009 - 1/2014

MASTERSON PERSONNEL, Fridley MN

7/2008 - 1/2014

SPHERION STAFFING, Minneapolis MN

5/2009 - 1/2014

ROXY'S DRY CLEANER, St. Paul, MN

5/1996 - 2/2010

BEST WEST KELL INN, St. Paul, MN

5/2001 - 8/2002

EDUCATION

Certified Personal Care Attendant - State of Minnesota, 2010

Diploma - Percy L. Julian High School, Chicago, IL