

Kaye-Lynn Surprise

Greeley, CO 80634

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Motivated, experienced production worker hopes to take the next step in my career.

Seeking a position in a fast-paced production environment to develop new skills.

I am always willing to learn new processing and manufacturing techniques and enjoy working as part of a team.

Work Experience

Shipping and Receiving/ Inventory Control/ Purchasing Clerk

Pneuline Supply Inc - 2881 S 31st Avenue(Unit 5) Greeley, Co 80631

July 2023 to Present

Shipped and received various products, data entry, inventory sorting, and packaged a wide assortment of products. Tracks, traces, and updates the status of incoming and outgoing shipments. Entered and tracked data into various shipping carrier programs (FedEx, UPS, ect). Accurately weighed/ counted products for shipping and receiving. Sorted and stocked receivables. Verified and maintains inventory stock levels. Engaged with vendors and drivers with a positive attitude!

Production Assembler and Trainer

Pneuline Supply Inc - Greeley, CO

August 2018 to July 2023

Trained new employees. Assembled , ultrasonically welded, and solo tested check valves, filters, and custom assembly parts. Filled out Quality Control required paperwork. Checked quality assurance of products with calipers and Customer specific tests and requirements. Tapped and drilled specific custom assembly products. Counted and weighed products using Uline scales. Packaged, labeled, and boxed products ready for shipment. Moved, labeled and organized components to specific size, mold type, and plastic type areas for inventory. Used an epilog laser printer to permanently place lot numbers on specific products. Experience in assembling products in ISO Class 7 Certified Production Facility Clean Room and Class 8 Certified Gowning Room with PPE.

Cashier/ Asset Protection

Walmart - Greeley, CO

October 2017 to July 2018

Ran a register, helped customers find needed products, and put back unused inventory. Made sure all items in carts were on a receipt, helped customers anyway necessary, and protected assets as necessary.

Education

High School Diploma

Greeley Central High School - Greeley, CO

2013 to 2017

Skills

- -Attention to Detail
- -Clean work area
- -Common Sense
- -Adaptability
- -Problem Solving
- -Communication
- -Reliable
- -Certified Internal Auditor
- -Organized
- -Positive Attitude
- -Production Process
- -Teamwork
- -Mechanical Aptitude
- -Cleanroom
- Quality Inspection
- Manufacturing
- Calipers

Certifications and Licenses

Certified Internal Auditor

Driver's License