

Keith A. Myles, Jr.

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OBJECTIVE:

Highly motivated, dedicated, and results-driven professional to secure a position with your company in **Production, Assembly, Packaging, Warehouse, other position in Construction, General Labor or as applicable** utilizing my skills, training, and experience

SUMMARY OF QUALIFICATIONS:

- Over 13 years' experience performing various duties as a production specialist in several manufacturing settings including the automotive, medical equipment, food, plastics, and specialty advertising industries, consistently meeting and/or exceeding all production goals and objectives, while maintaining safety at all times
- Some experience training new personnel upon supervisor requests, delegating work orders to gauge comprehension for job duties, monitoring work activities for quality, expediency, and safety, conducting performance evaluations, and consulting with upper management for employee status/progress reports
- Operates forklift, pallet jacks, presses, conveyors, hoppers and baggers, shrink wrap machines, bailers, crimping tools, and most hand/pneumatic/power tools
- Trained and fully compliant with all OSHA safety laws and regulations, including following all Lock-Out/Tag-Out and confined space protocols and procedures
- Utilizes PPE whenever necessary including face-shields, goggles, gloves, aprons, Tyvek suits, and steel-toed boots, including working in clean-room environments
- Strong communications (written and oral), mechanically-minded, math, analytical, and problem-solving skills
- Familiar with using computers, Windows, MS Office, Internet research, and email
- Multi-tasks efficiently in a fast-paced work setting, learns new systems quickly, completing all projects on time or ahead of schedule
- Works well independently or collaboratively in a team environment

PROFESSIONAL EXPERIENCE:

05/10 – Pres.

Handyman

Keith A. Myles, Niagara Falls, NY

- Performs various repair and remodeling duties for property owners and landlords
- Submitted job estimates and secured agreement for each project with customers
- Proficient with masonry, brick pointing, and also interior work to water-proof basements, install ceramic tile, and more

12/18 – Pres.

Line Operator

Tulip Corporation, Niagara Falls, NY

- Operates injection mold machines to produce battery casings for the automotive industry
- Trimmed and grinds down flashing as necessary, stacking finished products on a pallet for placement in the warehouse
- Keeps all workstations neat and clean

11/16 – 02/17

Quality Assurance Inspection

Bridgestone, Sanborn, NY

- Performed quality assurance inspections on all finished products (automotive seats), returning items to production for repairs or for incomplete assembly

- Deposited all finished items into specialized crates per company guidelines including affixing shipping labels
- Utilized pallet jacks to move finished, packaged products into tractor trailers for shipping to clients throughout the United States or Bridgestone's other facilities
- Consistently met and/or exceeded all goals and objectives

12/14 - 06/16

Production / Warehouse Specialist (Temporary)

Remedy Staffing, Tonawanda, NY

- Assigned to various companies to perform production and/or warehouse duties, producing personal care items, also monitoring chemical baths and electroplating precious metals and coiling the product accordingly
- Consistently met and/or exceeded all goals and objectives

Keith A. Myles Resume, Pg2

03/11 - 05/13

Line Operator

Agro Pharma, South New Berlin, NY

- Operated various machines and worked the line in the production of Greek yogurt
- Stacked product in boxes, notated time and date on a production sheet, attaching to the products, and stacked boxes on pallets, transporting the yogurt to refrigerated staging areas in preparation for shipping

07/09 - 12/10

Machine Operator

Golden Artist's Colors, South New Berlin, NY

- Operated paint mixing/dispensing machines to fill plastic jars and tubes with various paints, inks, tints, foundations, for professional artists and stores, per customers' orders
- Packaged all finished products in boxes and affixed shipping labels
- Consistently met and/or exceeded all daily goals and objectives

09/07 - 06/08

Server

Honey's, Niagara Falls, NY

- Greeted and seated customers, took orders for drinks and food, and cashed them out using POS systems, credit card readers and cash registers, maintaining balanced drawers
- Operated the bar, as needed, making a wide variety of mixed drinks as requested
- Performed inventory control, advised management, and re-ordered stock

EDUCATION AND TRAINING:

OSHA Training, 10-Hour Certificate, 2005 and Current

Local #3, Niagara Falls (Buffalo Chapter), NY

Masonry Training Certificate, 2005

Local #3, Niagara Falls (Buffalo Chapter), NY

GED, 2004

Iroquois Job Corps, Medina, NY