

Kongtay Lee

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PROFILE

- To pursue a rewarding career
- To obtain experiences for better job options
- To maintain a position in the managing field
- To enhance my educational and professional skills in a stable workplace
- To obtain employment with a company that offers a positive atmosphere to learn and implement new skills
- To build a long-term career in the Industrial Machinery field with opportunities for career growth

EDUCATION

Plymouth Christian Youth Center

Minneapolis, MN

High School Diploma

2014

EXPERIENCE

REVIVA INC

Fridley, MN

Deman

2017-2019

- Maintained a clean and safe work environment
- Followed production, instructions of supervisor to ensure quality
- Disassembled production in a timely matter
- Test operation of machines periodically
- Inspects parts with precisions and measuring tools
- Completed forklift operator training annually, provided by company.
- Coordinated loading and unloading operations.

CATERPILLAR COMPANY

Brooklyn Park, MN

Assembly

2017

- Maintained a clean work atmosphere
- Followed production, instructions of supervisor to ensure quality

- Feed raw materials to semi-automated machines
- Control and adjust machine settings to begin assembling

TENNANT COMPANY

Golden Valley, MN

Endurance Driver

2016

- Maintained a clean work atmosphere
- Followed production, instructions of supervisor to ensure quality
- Completed documentation

JONCO DIE

Mounds View, MN

Rotary Finishing

2015-2016

- Provided knowledge through various departments
- Maintained a clean work atmosphere
- Maintained and performed periodic checks on the finished products
- Utilized micrometers, Vernier calipers and hand tools
- Completed relevant documentation

NICO

Minneapolis, MN

Machine Operator

2015

- Operated machines to accomplish daily tasks
- Assisted in training incoming employees
- Communicated with supervisors and co-workers to complete daily projects
- Operated and maintained various machines to ensure efficient running of production
- Cleaning and maintained equipment in work area
- Loaded, aligned and operated machines per drawing instructions
- Carried out basic calculations with aid of a computer and calculator

Talent Masters

Plymouth, MN

Machine Operator

2015

- Set up machines to ensure proper working order
- Perform safety checks on machines
- Monitor machines during procedures
- Maintain and clean machines

Plymouth Christian Youth Center

Minneapolis, MN

Usher, Musician, Sales

2014 - 2015

- Completing all task assigned by manager and supervisor
- Planning and organizing all events
- Using personal communication skills to assist customers and staffs

Hmong American Mutual Assistance Association

Minneapolis, MN

Tutor

2011

- Provided subject knowledge
- Assisted youths to achieve short and long term goals
- Assisted other staffs in completing day to day tasks

REFERENCES

Kevin D. West - Supervisor at Plymouth Christian Youth Center

(612)910-8629

Gregory Graham - Supervisor at Plymouth Christian Youth Center

(612)990-6485

Vong Lee - Co-worker at Reviva Inc.

(612)806-3871

Nick Hinze - Lead worker at Reviva Inc.

(651)274-6301