

JOSEPHINE LOUIS

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APT #L111
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(720) 298-8395
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Objective: Seeking a full-time position
Education **High School Diploma**, Roosevelt High School, May 2005
GPA 3.00
Certificate (Writing, reading and speaking) CU-Continuing Edu., 2008
Qmap Certificate, Waterford at All Saint Assisted Living, 2005-2008

Experience**2010-2011: Production Worker**, ExpressPro.

Worked with tools and equipment to fabricate metal parts for different applications
Setup controls operation of single and multiple production machines for the process of manufacturing
Monitored and maintained production machines, took out parts and components, inspected parts, and proceeded with a quality inspection document quality

2008-2009: Personal Caregiver, Sunrise Assisted Living

Oversaw the rest of the staff as a lead-caregiver

2005-2008: Medication Administrator, Waterford at All Saint Assisted Living

Worked as a caregiver

Leadership Skills

Worked as a personal caregiver for two different employers; in South Dakota at an assisted living-Waterford, and at Sunrise Assisted Living

Was immediately promoted, and oversaw the rest of the staff as a lead-caregiver

2005-2007: Mentor, Lutheran Social Services

Mentored Sudanese refugees

Assist Sudanese women and children in school enrollment, tutoring, and personal issues to ease their adoption to the United States.

Skills

Experience working with tools and equipment to fabricate metal parts for different applications

Qualified Production Worker

Detail-oriented

Proficient in Arabic, Acholi, and Self teaching Kiswahili

Accomplishments

Graduated with Honors, Roosevelt high school

Certificate (Writing, reading and speaking) CU-Continuing Edu., 2008

Qmap Certificate, Waterford at All Saint Assisted Living, 2005-2008

Employability

US Citizen