

# Lindsey Kolby

Firestone, CO 80504

[lindseyk1390@gmail.com](mailto:lindseyk1390@gmail.com)

9704088713

To gain full time, entry level, 1st or 2nd shift position, and the opportunity for career development and professional growth.

Authorized to work in the US for any employer

## Work Experience

---

### **Utility Worker**

NOTHING BUNT CAKES - Longmont, CO

August 2019 to November 2019

- Wash, sanitize, rinse, dry, and put away product pans
- Clean bathrooms, empty trash, sweep and mop floors throughout facility
- Clean floor drains when needed
- Make sure both FOH/BOH is organized, clean, and ready for next days production
- Assistant the baker and/or froster when needed

### **Machine Line Operator/Lead**

Sweet escape pasteries - Longmont, CO

January 2017 to June 2019

Made gluten free pizza dough,  
Used industrial mixers,  
ran pizza operating line,  
loaded and unloaded the oven  
packaged and boxed frozen pizza.  
Made pallets, and Quadded finished pallets before shipped out  
Ran forklift for deliveries, and out shipments  
Cleaned machine parts

### **Case pack**

Canyon bakehouse - Johnstown, CO

January 2019 to March 2019

- Take finished bagged product and put into boxes on a conveyor belt.
- Make/wrap pallets when finished
- Make sure warehouse was clean
- Reloaded the boxing machine when needed with more boxes

### **Operator**

Blue Prairie Brands - Gering, NE

June 2018 to September 2018

Produced chicory  
Operated a peeler, root hopper, key shaker, and dryers.

Made sure product was completely processed to the company's standards.  
Cleaned and sanitized everyday

### **Machine Operator/Shipping and Receiving manager**

Jjs sweets cocomels - Longmont, CO  
February 2014 to June 2016

#### Responsibilities

I wrapped candy with a machine  
Quadded product before being packaged

#### Skills Used

Heat sealed bags with product before being box  
Packaged, sorted, and shipped out finished product  
Make pallets and BOL's  
Made sure all invoices and packaging slips were correct  
Used fed-ex site to make and print shipping labels  
Made sure product was correct and packaged correctly before shipped out  
Communicated with delivery drivers as needed for pick-up or drop offs  
Ran forklift for pick-ups and/or drop offs

### **Packager**

Bobo's oat bars  
September 2015 to November 2015

#### Responsibilities

Scooped granola into pans,  
Quadded finished product before packaging/boxing,  
Packaged labeled product,  
Palletized finished product

### **Nanny**

Child Care  
October 2010 to January 2012

Responsibilities were caring for children ages 2, 4, and 6 years old, getting them dressed, fed, and transported to and from school. Including, helping with homework, and any other necessary activities.

### **Cashier/Shift Leader**

Rumbi Island Grill  
January 2010 to August 2010

Cashier, stocking of supplies, maintained cleanliness of kitchen, dining area, and restrooms, inventory control, good knowledge of food preparation, and responsible for closing the store nightly.

### **Cashier/ Order taker**

McDonalds  
December 2007 to March 2008

Responsibilities included: cashier, stocking of supplies, inventory control, and good knowledge of food preparation.

## Education

---

### **None in Nursing**

Front Range Community College

January 2009 to January 2010

## Skills

---

- management, inventory, microsoft office/word/excel, shipping and receiving (2 years)
- Packing
- General Labor
- Picking Packing
- Shipping Receiving
- Warehouse Associate
- Shipping
- forklift
- Machine Operator
- Packaging
- Warehouse
- Manufacturing
- Quality Control
- Loading
- Order Puller
- Unloading
- Picker Packer
- Manufacturing Experience
- Driving Experience (4 years)
- Assembly Experience (2 years)

## Certifications and Licenses

---

### **Forklift Certified**

December 2017 to December 2020

## Assessments

---

### **Attention to Detail: Inventory – Highly Proficient**

August 2019

Applying systematic processes for managing and storing products and merchandise.

Full results: [https://share.indeedassessments.com/share\\_assignment/mfkz8hyqbyen9lhw](https://share.indeedassessments.com/share_assignment/mfkz8hyqbyen9lhw)

### **Delivery Driver – Familiar**

August 2019

Interpreting instructions, reading maps, and solving problems.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/b1d8cc1176778f15421b7a3607b0f5c5eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/b1d8cc1176778f15421b7a3607b0f5c5eed53dc074545cb7)

### **Reliability — Familiar**

June 2019

Tendency to be dependable and come to work.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/3b18f506502a9e2f3994f6657ed46730eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/3b18f506502a9e2f3994f6657ed46730eed53dc074545cb7)

### **Conscientiousness — Highly Proficient**

December 2019

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/4bad7cc9389007f72c15c6bff4b69e2c](https://share.indeedassessments.com/share_to_profile/4bad7cc9389007f72c15c6bff4b69e2c)

### **Attention to Detail — Highly Proficient**

October 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/f7976dfdf76022518f1b6eb21b18ea72eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/f7976dfdf76022518f1b6eb21b18ea72eed53dc074545cb7)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.