

8301 17th Avenue South
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HEATHER BROWN

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FAX

TO:

Kendra

COMPANY:

Corporate Management

DATE:

11-23-09

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SENDER'S PHONE NUMBER:

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NOTES/COMMENTS:

food manufacturing line lead

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OBJECTIVE

To utilize my skills in assembly, warehouse, factory, production work, shipping and receiving, machine operator, injection molding. Goal to enhance the effectiveness and production outcomes of my employer.

SUMMARY OF QUALIFICATIONS

- Skilled machine operator • Works well alone or with a team • Learns new tasks quickly • Consistently meets or exceeds production goals • Self-managed professional • Multi-task oriented
- Thrive in fast paced environments

EXPERIENCE

Embroidery Machine Operator Embroidme Burnsville, MN 8/08-12/08
Loaded materials and threads on the machine. Steamed, packaged and shipped materials. Completed inventory, placed orders. Transferred designs from computer to machine memory.

Sewing Spruce Linen Company Bloomington, MN 5/09-5/09
Mended towels and aprons with a serger single head sewing machine. Completed inventory and stocked materials.

Assembly/Warehouse Rebuild Resources St. Paul, MN 9/07-Present
Assembly/Industrial Sewing/ Embroidery. Accurately assembled various products in a timely manner. Measured, cut and sewed fabric to specifications. Experience with single needle industrial sewing and serging machines. Accurately prepped and hooped custom embroidery and monogram assignments. Clipped, steamed and packed all materials for shipment. Assisted with programming computers, including ZSK, Tajima and Melco in a timely and efficient manner.

Production/Warehouse Warner Stellian St. Paul, MN 8/00-10/01
Operated injection molding, tool and die, and other industrial machines. Responsible for the completion of time studies for production assessment. Responsible for tool maintenance, check out, and distribution. Consistently met or exceeded production quotas. Familiar with procedures related to the preparation, packaging and shipment of products.

Production/Packaging Polar Plastics North St. Paul 1997-1998
Packaging various plastic bags. Sort, package and place in shipping boxes.

EDUCATION

SHAPE, Minneapolis, MN: General Education Diploma 2009 – One test left

Rebuild Resources, Minneapolis, MN: Certified Forklift Operator, 11/07