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I am applying for the Lead
 position. ID # 626 3517
 I have worked in the waste house environment
 for over 7 years, and feel I would
 be a good candidate for the position you
 are looking for. Hope to hear from you soon.
 Kate Johnson

COMMENTS:

Fax Transmission

Date: 06-07-2010

Pages: 3 (including cover sheet)

TO: Kendra

Organization: Curative Management Group
 Fax #: 952-883-6109

FROM: Kate Johnson

Phone #: 763-786-3014

References Available Upon Request

Volunteer:

Unity Hospital | Messenger – delivering supplies to various areas | 2010 - Present
Mercy Hospital | Way Finder – helping people find their way | 2010 - Present

Spring Lake Park High School Graduate

Education:

- Assisted superordinates and supervisors in identifying and resolving problems
- Aided cooks in planning, preparation and execution of daily school lunches

Moundsview Senior High School | Cook | Part-Time | 1983-1993

- Successfully handled a multi-telephone system
- Maintained accurate schedules for eight dentists and six hygienists
- Prepared reports of business transactions and kept expense accounts
- Handled general office duties, such as copying, filing, organization, etc.

Northpark Dental | Receptionist | Full-Time | 1993-1997

- Organized specialty kits
- Assembled products on factory line

AVEVA | Assembly | Temp | 2002-2003

- Assisted Physical Therapists in planning and execution of patients' rehabilitation
- Respectedly and confidentially handled patients' charts and records
- Supported all aspects of patient transport
- Expedited communication between upper management and general personnel

Unity Hospital | Physical Therapy Aid | Part-Time | 1997-2003 | Left for Full-Time work

- Certified to operate a walkie rider and forklift
- Consistently met daily deadlines for completing orders
- Maintained an organized workspace allowing for an accurate count during semi-annual inventory audits
- Offered suggestions to committee and implemented procedures to workspace through lean management techniques and improved personal efficiency
- Assembled parts by accurately matching item to an internal label system

Andersen Windows | Warehouse Picker | Full-Time | July 2003 – March 2008 | Closed Plant, Laid-Off

- Reviewed packing lists and assembled parts accordingly
- Packaged final products for shipping in an accurate and timely manner

Stein Industries, Inc. | Warehouse Packer | Full-Time | July 2008 – November 2009 | Laid-off

Experience:

Organized • Extremely Detail Oriented • Dependable • Hard Working • Enthusiastic • Loyal

Overview:

Kate E. Johnson
12316 Yancy Circle #D | Blaine, MN 55449
763-786-3014 home | 612-961-7949 cell | j.kate54@yahoo.com

References:

Professional

- Mark Holmquist, Warehouse Manager | Stein Industries, Inc. 763-504-3570

- Ricardo Ortiz, Warehouse Packer (co-worker) | Stein Industries, Inc. 612-722-2705

- Brenda Sandwick, Office Manager | Custom One Printing 651-303-2052

Personal

- Roxy Chasensky 612-210-8075

- Charlotte Davis 763-425-0666

Kate E. Johnson

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