

LUE XIONG

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EMPLOYMENT

Northland Group, Edina, Minnesota 2016

Debt Collector Call Transfer Agent

Material Processing Corporation, Mendota Heights, MN 2007 – 2015

Shipping and Receiving Clerk

- Processed incoming inventory for electronic parts for recycling and refurbishing.
- Organized deliveries and scheduled stock doors. Inspected trucks at time of delivery and monitored weight received.
- Received forklift training and certification.
- Entered all delivery and load details into computer system.
- Prepared orders for shipment depending on customer specifications of weight and type of product requested. Prepared shipping labels.
- Ensured shipments received proper labeling and met safety standards on shipping of hazardous materials, liquids, lead, etc.
- Loaded and unloaded trucks.
- Sorted computer chips and memory cards for customer orders.

Evening Warehouse Supervisor

- Coordinated and assigned work for up to 40 employees in shipping, shredding, assembly and warehouse roles.
- Prepared daily report for management detailing product received and generated.
- Drove truck to pick up dumpsters and delivered electronic materials to warehouse.
- Translated for Hmong employees to overcome language barriers.

Machine Operator/Assembler

- Operated shredding machine to shred and grind parts.
- Set up and operated baler to compress plastic materials.
- Disassembled electronics, cut off wires and cleaned and sorted parts on assembly line.
- Operated drills, cutters and basic hand tools.

Rainbow Home Care, St. Paul, Minnesota 2012

Personal Care Attendant

- Provided direct care to a family member on a part time basis.

EDUCATION

Arlington High School, St. Paul, Minnesota Diploma