

Ma Lia Vang

Saint Paul, MN

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Authorized to work in the US for any employer

WORK EXPERIENCE

Assembler

Colder Products Company (CPC) - Saint Paul, MN - July 2015 to August 2015

Responsibilities

CPC (Colder Products Company) is the leading provider of quick disconnect couplings, fittings and connectors for plastic tubing. My responsibility in this job is to check if there are any errors in the small parts such as hose barbs for grip, built in shutoff valves for preventing spills, and easy-to-use, push-button thumb latches for quick connecting and disconnecting that I had assembled, before letting it out to the public. Each and every day, I follow the procedure that has been provided, which are known as a time ticket sheet; we sign in when we start the procedure, and sign off when the procedure has been finished. I also filled out a hour-by-hour sheet to keep track of how much or how many parts I've assembled.

Accomplishments

My authenticity was highlighted through the respect that I showed for my fellow instructors, supervisors, and co-workers. I was able to impress them with my energy and my support of being there, ready to start my day with a bright smile and finish the assessments thrown at me. There are times when I get confused and hopeless, but I try my best to focus and asks questions for something I'm not too aware of. I've learned a lot from this job while being there for such a short period of time. I've learned how to write on a time sheet in the corrected order, follow the procedure given, and assembled small parts that I've never done before and know what they are used for and know what they are.

Skills Used

Followed procedure by reading instructions of the work that needs to be assembled before beginning the process, used the right tools, clean the area before proceeding, and start an hour by hour sheet by writing down how much parts I've assembled every two hours. Mostly are hands on materials, which I used PPE(personal protective equipment) to protect myself and the parts itself so that there will be no contamination on the parts.

Cashier and Customer Service

Dollar Tree Inc. - Maplewood, MN - June 2014 to December 2014

Developed business communication skills, strengthening team work and productivity. (Re-arranging boxes in store room, organizing and restocking supplies)

EDUCATION

Century College - White Bear Lake, MN

August 2013 to Present

Osborn High School Evergreen Academy - Detroit, MI

September 2010 to 2013

North High School - Eau Claire, WI

September 2009 to 2010

SKILLS

Fast learner, good teamwork, fluent in Hmong, excellent communication skills and good work ethics, well at helping others, great team player, and strong customer service.

LINKS

[http://oea2013maliavang@gmail.com](mailto:oea2013maliavang@gmail.com)

AWARDS

Perfect Attendance-MA Program Medication Administration Techniques Course

August 2015

Century College have always placed a great deal of importance on regular class attendance. I have had perfect attendance in the Medical Assistant Program Medication Administration Techniques Course during Summer of 2015

Perfect Attendance-MA Program Administrative Procedure Course

May 2015

Century College have always placed a great deal with regular class attendance. I have had prefect attendance in the Medical Assistant Program Administrative Procedures Course during Spring Semester of 2015.

Certificate of Achievement

May 2014

Acknowledges that I have completed the Spring Semester of 2014 with College Success Program.

Certificate of Recognition

May 2013

This award indicated that I had an outstanding scholarship and dedication to the highest standards of Excellence in the Top Of the Class in Osborn Evergreen Academy

Certificate of Achievement

December 2013

Acknowledges that I had successfully completed the first semester with College Success Program.

CERTIFICATIONS

Certificate of American Heart Association BLS for Healthcare Providers (CPR and AED) Program

March 2015 to March 2017

This award indicates that I have successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association BLS for Healthcare Providers (CPR and AED) Program.