

# Mai Xiong

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## Summary

Operates production equipment and processes in accordance with safety and operating standards, to produce quality products. Continuously works to improve safety, quality, customer service and productivity.

## Education

**Storm Lake High school**  
*High School Diploma*

*Graduating May 2012*

## Employment History

**3M volt solutions**  
*Assembly Operator*

Eagan, Minnesota  
*March 2018 - March 2019*

- Performs process control function using assigned equipment to meet quality assurance standards.
- Performs work in accordance with documented process and procedures.
- Opens boxes, empties components onto line, and prepares parts for assembly.
- Manually assembles parts, following specific work instructions.
- Moves material or boxes around the work area using a hand pallet jack as need.
- Operates equipment per production specifications and operating standards.
- Packages assembled materials and labels parts per specifications.

**1st choice staff**  
*Assembly*

Saint Paul, Minnesota  
*March 2017 - March 2018*

- Assembly small parts using hand tools and power tooth.
- Inspection parts, check parts by using light to see it's good or bad.
- Wash all materials parts and pins before Assemblers.
- Work in team, keep work area clean.

**Metronic**  
*Medical Assembler*

Brooklyn Park, Minnesota  
*March 2019 - Present*

- Assembly, loading parts, blushing helix parts, use hand tools.
- Inspector/ final inspection helix parts under microscope, rework.
- Clean tray and tools before inspection and after done inspect.
- Keep work area clean, packaging ready to ship to customer.

## Professional Skills

Ability to read, speak understand both oral and written instructions.

Ability to understand and follow intricate safety practices on production machinery. Ability to work effectively as a member of a diverse team, sharing and rotating responsibilities.