

MAI VANG

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OBJECTIVE: Seeking an Assembler / Production position

WORK EXPERIENCE

- Production Worker - Volt / Strategic Warehouse - Eagan, MN** 08/2015-12/2015
- Performed packing, labeling, sorting, picking and stocking products in compliance with company standards, procedures and processes.
 - Stacked products prior to shipment in a timely manner using UPS, FedEx and truck freight
 - Ensured work area was safe, clean and organized
 - Maintained a safe and clean work environment
- Machine Operator / Packer - Manpower / BIC Graphic - Red Wing, MN** 04/2012 - 06/2015
- Set up and operated machinery safely for printing quality customized logos on products such as pens, mugs, bags, caps, and koozies
 - Followed safety rules, regulations, procedures and processes in order to meet company standards
 - Assisted other departments in mixing and matching ink color, touch-up, packaging, labeling, inventory, inspection, and checking spelling on logos prior to shipment
 - Performed other duties as assigned by supervisor in a safe and timely manner
- Customer Care Representative - West Business - Wausau, WI** 03/2010 - 05/2011
- Delivered high quality customer service such as greeting, answering questions, problem solving, and assisting customers with loan payments in a busy call center environment
 - Reviewed, proof read and provided solutions to documents submitted by customers
 - Assisted with loan modification processing and documentation
 - Other duties included typing, assisting other representatives, operating office equipment, and making sure goals were met
- Embroidery Trimmer - Lands End - Steven Point, WI** 04/2003 - 12/2009
- Operated feeder machinery to seal bag and clothing products
 - Maintained, organized and cleaned work area to ensure safety, accessibility and productivity
 - Performed steaming, checking, inspecting and trimming of logo embroidered products
 - Achieved daily and monthly embroidery status quotas
- Office Assistant / Production / Assembler - Rapport Inc. - Lakewood, CO** 01/1997 - 10/2000
- Provided excellent office and clerical support including answering multi-phone line system, accurate data entry, typing, filing, and assisting in miscellaneous assignments
 - Performed electronic assembly, production, shipping and receiving
 - Other duties included inspection, programming microchips on data I/O equipment, inspecting, and maintaining a clean and organized work environment

EDUCATION: High School Diploma - Arvada West Senior High - School Arvada, CO 05/1995