

ASSEMBLY TECHNICIAN | MACHINE OPERATOR | ASSOCIATE'S BUSINESS ADMINISTRATION
Loader/Unloader | Machine Focused | Management

A compassionate, dedicated **Potential Candidate** highly regarded to obtain a position whereby I may utilize my educational, experience, and interpersonal skills to make a significant contribution to the success of an organization. Promoted to positions of increasing authority and responsibility due to **strong leadership skills**, operational management abilities and overall performance. Exceptional academic qualifications include an Associate of Business Administration from Strayer University.

CORE COMPETENCIES

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|-------------------------------------|-----------------------------|-----------------------|
| ▪ Machine Operator | ▪ Assembly Line Operator | ▪ Documentation |
| ▪ Team Building/Leadership | ▪ Interpersonal Skills | ▪ Quality Assurance |
| ▪ Detail Oriented | ▪ Planning and Evaluating | ▪ Training/Coaching |
| ▪ Manages and Organizes Information | ▪ Interpersonal Skills | ▪ Technical Expertise |
| | ▪ Ability to Make an Impact | ▪ Team Player |

EDUCATION

Strayer University, Raleigh, NC – *Associates of Business Administration*

- **Relevant Coursework:** Managerial Finance & Strategic Planning, Society, Business computing, principles of accounting, corporate finance, electronic commerce, market research

PROFESSIONAL EXPERIENCE

SANDERSON FARMS/KINSTON NC/ 11/23/2021- CURRENT

BACK UP CLERK(SHIPPING)(FLOATER)

SUPERVISOR: DAVID MCKINNEY

252 5239145

30-40 HOURS WEEKLY

- ASSIST PRIMARY CLERK
 - OFFICE DUTY
- MAINTAIN TRUCK SHEET AND TRUCK DIAGRAM

BUTTERBALL | MT. OLIVE, NC | 09/2019 – 01/2021

Assembly

Supervisor: Mrs. Kekura (919-658-6743), May Contact

Annual Salary: \$ XX,000 40 Hours/Week – Full Time

- **Maintain** ongoing communication with Maintenance and Operations
- **Ensure** that the product is running at line speed as scheduled by Operations.
- **Set Up**, Operate and Maintain all Equipment in the Ready to Eat Department.
- **Responsible** for the operation of Ready to Eat Equipment in a safe manner, i.e. Tumbler, Injection, Grinder.
- **Observe** continuous operation of automatic machines to ensure that products meet specifications and to detect jams or malfunctions, making adjustments as necessary.

KINSTON COUNTRY CLUB | KINSTON, NC | 10/2016 – 12/2020

Bar Manager

Supervisor: Ryan Philyaw (252-523-2197), May Contact

Hourly/Salary: \$ 10.50 32 Hours/Week – Full Time

- **Manage** Inventory, Hire, Train, and Oversee Staff.
- **Advertise** the daily, weekly and monthly promotions of the bar.

- **Ensure** staff is following all food control and safety regulations.
- **Create** employee schedules based on expected customer numbers.
- **Verify** identification and age requirements of customers.
- **Record** and balance cash receipts and prepare cash deposits.
- **Build** a rapport with regular customers to create a positive atmosphere.

Taco Bell: 08/2015 – 09/2017

Supervisor: Shanas Crawford (252-527-5555),
Hourly/Salary: \$ 8.50 40 Hours/Week – Full Time

- **Greets** guests, takes food and drink orders, prepares food and drinks while maintaining a clean work environment.
- **Operate** drive-thru windows and take inventory.
- **Working** well with teammates and accepting coaching from the management team.
- **Provide** Customer Service and enforce work policies.
- **Assist** with training and educating new employees.

MASTERBRAND | KINSTON, NC | 01/2010 – 05/2013

Machine Operator

Supervisor: MegaForce Hiring Agency (252-527-5820), May Contact
Hourly/Salary: \$ 10.00 40 Hours/Week – Full Time

- **Observe** continuous operation of automatic machines to ensure that products meet specifications and to detect jams or malfunctions, making adjustments as necessary.
- **Measure** and visually inspect products for surface and dimension defects in order to ensure conformance to specifications, using precision measuring instruments.
- **Set** up, operate, or tend metal or plastic molding, casting, or core making machines to mold or cast metal or thermoplastic parts or products.
- **Position** and secure workpieces on machines and start feeding mechanisms.
- **Performs** jobs as required by our standard operating procedures which requires you to read and understand machining paperwork, including product quality specifications.
- **Follows** all applicable site and area safety rules as well as complying with appropriate LOTO guidelines.
- **Performs** quality checks, completes SPC boards to ensure parts meet quality standards.

ADDITIONAL CREDENTIALS

TECHNICAL SKILLS

Microsoft Office: Word, Excel, PowerPoint, Outlook, Documentation, Task Management, Quality Assurance, Task Delegation, Performance Review.

PROFESSIONAL DEVELOPMENT

- Silver CRC
- Associates of Business Administration



Detailed Professional References Available Upon Request