

Matthew Herlitz

15000 Peridot St NW, Ramsey, MN 55303, USA, Ramsey, MN, 55303 * (612) 285-3023 * Grousehunter85@gmail.com

PROFESSIONAL EXPERIENCE

BERMO INC, Circle Pines, MN

Brake Press Operator , Jun 2012 - Present

- Measure completed workpieces to verify conformance to specifications, using micrometers, gauges, calipers, templates, or rulers.
- Read work orders or production schedules to determine specifications, such as materials to be used, locations of cutting lines, or dimensions and tolerances.
- Examine completed workpieces for defects, such as chipped edges or marred surfaces and sort defective pieces according to types of flaws.
- Install, align, and lock specified punches, dies, cutting blades, or other fixtures in rams or beds of machines, using gauges, templates, feelers, shims, and hand tools.
- Test and adjust machine speeds or actions, according to product specifications, using gauges and hand tools.
- Start machines, monitor their operations, and record operational data.
- Set up, operate, or tend machines to saw, cut, shear, slit, punch, crimp, notch, bend, or straighten metal or plastic material.
- Position, align, and secure workpieces against fixtures or stops on machine beds or on dies.
- Position guides, stops, holding blocks, or other fixtures to secure and direct workpieces, using hand tools and measuring devices.
- Set stops on machine beds, change dies, and adjust components, such as rams or power presses, when making multiple or successive passes.

BEAR CLAW INC, Nowthen, MN

Painter/Handyman, Feb 2009 - May 2012

- Read work orders or receive instructions from supervisors or homeowners to determine work requirements.
- Remove fixtures such as pictures, door knobs, lamps, or electric switch covers prior to painting.
- Select and purchase tools or finishes for surfaces to be covered, considering durability, ease of handling, methods of application, and customers' wishes.
- Waterproof buildings, using waterproofers or caulking.
- Fill cracks, holes, or joints with caulk, putty, plaster, or other fillers, using caulking guns or putty knives.
- Wash and treat surfaces with oil, turpentine, mildew remover, or other preparations, and sand rough spots to ensure that finishes will adhere properly.
- Erect scaffolding or swing gates, or set up ladders, to work above ground level.

EDUCATION

ANOKA SENIOR HIGH SCHOOL 55303, MN

High School Diploma (May 2004)

ADDITIONAL SKILLS

- Systems: Windows 7, Windows 8 Windows 10
- Languages: English, American Sign Language
- Leadership: Team leader on multiple on the job projects

CREDENTIALS AND LICENSES

- Fork Lift Certification