

Megan Torres

Production/Assembly

Butler, PA 16001

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Looking to advance my career in inventory management and production.

Authorized to work in the US for any employer

Work Experience

Assembly Worker

Butler Technologies Inc. - Butler, PA

July 2019 to Present

- Followed quality and safety guidelines
- Performed inventory checking
- Involved in process of building of new technology in printed electronic lamination both heat design and adhesive
- Recording inventory used
- Assembling multiple layers of components
- Inspecting components
- Laminating (adhesive, heat and over lamination using machine and by hand)
- Die cutting
- Berg installation
- Nicomatic installation
- Dome placement
- Shear cutting

Receiver

Tractor Supply Company - Butler, PA

November 2016 to July 2019

- Inventory management
- Shipping and receiving
- Organizing warehouse and side yard
- Unloading and loading of trucks
- Stocking products
- Opening and closing store
- Managing Rain checked items
- Managing Layaways
- Managing Special Orders
- Customer Service

Store Manager

7-Eleven - Cranberry Township, PA

June 2011 to November 2016

- Scheduling
- Daily and monthly paperwork
- Banking
- Organizing stockroom
- Customer service
- Personal management
- Cooking
- Cleaning

Education

Associate in Medical Assisting

ICM School of business - Pittsburgh, PA

April 2004 to June 2005

High school diploma in General Studies

Butler Area School - Butler, PA

August 2000 to January 2003

Skills

- Shipping Receiving
- Microsoft Office (2 years)
- Quality Inspection
- Order Picking
- Forklift
- Warehouse Experience
- Order Picker
- Materials Handling
- Store Management Experience
- Pallet Jack
- Assembly
- Freight Experience
- Load & Unload
- Merchandising
- Packaging