

Mimee Vang

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SUMMARY OF QUALIFICATIONS

- Over 10 years of assembly production
- Knowledge of Microsoft office
- Experience in warehouse
- Strong work ethics, detail oriented, and reliable
- Bilingual Hmong & English
- Excellent time management
- Ability to multi-task in a fast pace environment

WORK EXPERIENCE

4/2016-5/2019

Whirl Pool Corporation

Tulsa, Oklahoma

Assembler Front Frame

- Aligns holes and screws or bolts frame components together, using screwdriver or power drill to put together oven frames; inspect oven frame to detect scratches or burs and ensure quality
- Assembles components by examining connections for correct fit; fastening parts and subassemblies.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Provide hands on training to new employee

10/2011-06/2014

LMI Aerospace Finish Inc

Tulsa, Oklahoma

Document Control Clerk

- Reproduce needed documents for all staff and distribute documents as requested; sort all papers alphabetically and according to content, dates, significance etc.
- Enter documents into database, file and label documents for easy monitoring and tracking; follow policies and confidentiality of data and information safeguard
- Checking incoming paperwork (correspondence, invoices etc.); create or update records
- Store all paperwork in designated places securing the important documents; deal with all requests to access files and keep logs of borrowed papers

5/2008-02/2011

Baldor Electric Co

Westville, Oklahoma

Mechanical Assembler

- Balance assembled rotors and fan shove rotors; rework, repair assembled equipment and products according to specification changes using hand held screw and drill gun
- Perform quality work checks to insure the product meets quality standards
- Identify product defects and complete appropriate documentation when defects are identified
- Perform all work in accordance with quality standards and established safety procedures

2/2002-4/2006

ATS Medical INC

Plymouth, Minnesota

Heart Valves Assembler

- Maintained supply inventory by checking stock to determine inventory level; anticipated needed supplies; placed and expedited orders for supplies; verified receipt of supplies
- Documented actions by completing production and quality forms
- Followed detailed assembly instructions, processes and procedures
- Reported problems with quality, processes, equipment and materials to Production Supervisor

EDUCATION

High School Diploma

Pipestone, Minnesota

