

**MYIA  
BUTTS  
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847-281-6541**

## **Skills Summary**

I am a reliable, skilled, hardworking person who believes in doing the job to the best of my ability. skills are as follows:

- Customer and personal care
- English language
- Judgment and decision making
- Reading comprehension
- Computer and Electronics
- Coordination
- Learning strategies
- Quality Control Analysis
- Monitoring
- Critical thinking
- Active learning instructing

## **Education**

Fox Valley Technical College    June 2012

Appleton, Wi

Studied pharmaceuticals so that I may obtain an undergraduate to gain a masters degree in medicine.

Manley Career Academy.    2001- June 2005

Chicago. Il

Studied all major courses, math, writing, History, Science and ROTC graduated with a 4.0 gpa.

## Experience

Quality Control Technician 12/2018-3/2019

Sokol and Company-countryside,Illinois

- Aid in planning work assignments in accordance with worker performance, machine capacity, production, schedules, or anticipated delays.
- Record test data, applying statistical quality control procedures.

Quality Control Technician 04/2016-10/2018  
Carl Buddig-South Holland, IL

- Read workers log, product processing sheets, or specification sheets to verify that records adhere to quality assurance specifications.
- Observe workers using equipment to verify that equipment is being operated and maintained according to quality assurance standards.
- Study time, motion, methods, or speed involved in maintenance, production, or other operations to establish standard production rate or improve efficiency.

Dollar Tree 10/2016-04/2018  
Hazel Crest, IL

Cashier

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or exchange due to customers.
- Assist customers by providing information and resolving their complaints.
- Count money in cash drawers at the beginning of shift to ensure that amounts are correct and that there is adequate change.
- Greet customers entering establishment.
- Answer customer questions and provide information on procedures or policies.

## **Awards and Acknowledgements**

### ***2005- High school diploma***

Student of the month

Homecoming Queen

ROTC MAJOR

Gpa 4.0 average

Cognitive thinking class, certificate