

# Nosha Edwards

Woodbury, MN

nedwardsjw@yahoo.com - 651-332-3323

Work well in a high pressure environment.

Well-organized and efficient.

Skilled with computer systems and software.

Skilled at organizing complex projects, defining project priorities, and delegating tasks.

Self-motivated and assertive.

Excellent communication, interpersonal and organizational skills.

Dependable - can work without supervision.

Demonstrated record of high performance standards, including attention to schedules, deadlines, budgets and quality work.

Pleasant speaking voice.

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Lab Assistant**

Master Coating Technology - Eagan, MN - December 2013 to March 2015

Assisted chemist during lab test and experiments

Conducted chemical and physical laboratory tests to assist scientist in making qualitative and quantitative analyses of solids, liquids, and gaseous materials.

Research and development of new products and processes, quality control, maintenance of environmental, theoretical, and practical applications of chemistry and related sciences.

### **Fabricator**

Polar Semiconductor LLC - Bloomington, MN - June 2013 to November 2013

Responsible for wafer fabrication within a given functional area

Produced electrical and protonic circuits in a repeating sequential process.

Responsible for the basic process of production ensuring quality of final product

### **operator assembler**

Ford Plant - Saint Paul, MN - July 2007 to December 2011

Assembled motor vehicles such as trucks at assigned work stations on moving assembly line according to specifications using handtools, power tools, and production fixtures

Loading stamped metal body components into automated welding equipment that welded together components to form body subassemblies

Bolted, screwed, clipped, and other wise fastened together parts to form subassemblies such as doors, seats, instrument control panels,

steering columns and axle units

Trained 3 new employees and achieved significant improvements in their productivity  
Verified quality of own work and wrote description of defects  
observed on documents attached to vehicle bodies  
Worked as member of the floater group and was assigned to different  
work stations as production needs required

### **Insurance Billing Clerk**

Medtox - Saint Paul, MN - October 2006 to June 2007

Prepared and reviewed insurance-claim forms and related  
documents for completeness.

Posted and attached information to claim file.

Paid small claims.

Contacted insured and other involved persons to obtain missing  
information.

Transmitted claims for payment and further investigation.

Provided customer service, such as giving limited instructions on how to proceed with claims and providing  
referrals to auto repair facilities and local contractors.

Posted and attached information to claim file.

Calculated amount of claim.

Organized and worked with detailed office and warehouse records,  
using computers to enter, access, search and retrieve data.

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### **Driver**

BFI Waste Management - Eden Prairie, MN - June 2005 to August 2006

Transported load to disposal area.

Recorded mileage and fuel consumption.

Drove packer-type truck, dump truck, and truck equipped with hydraulic lifting device to collect garbage and  
trash.

### **School Bus Driver**

Frist Sudent - Oakdale, MN - May 2001 to April 2005

Kept bus interiors clean for passengers.

Prepared and submitted reports that included the number of passengers and trips, hours worked, mileage,  
fuel consumption and  
fares received.

Maintained knowledge of first-aid procedures.

Made minor repairs to vehicles.

Read maps and followed written and verbal geographic directions.

Picked up and dropped off students at regularly scheduled  
neighborhood locations, following strict time schedules.

Followed safety rules as students were boarding and exiting buses

and as they crossed streets near bus stops.

Checked the condition of a vehicle's tires, brakes, windshield wipers,  
lights, oil, fuel, water and safety equipment to ensure that everything  
was in working order.

EDUCATION

**A.A.**

Inverhills Community College  
2015

**Bachelor of Nursing**

Inverhills Community College

ADDITIONAL INFORMATION

Class B license, CNA licensed with the State of MN, BLS