

Ntuchee Xiong

Thornton, CO 80229

ntucheeXiong7_6yx@indeedemail.com

+1 720 885 3301

Pursuing a profession that seeks a hardworking, motivated, and goal oriented individual to positively contribute to the department's objectives while also gaining valuable industry experience.

Work Experience

Machine Operator/Assembler

TENERE - Westminster, CO

March 2019 to February 2020

- Operating plastic injection molding machine according to machine instructions
- Inspecting and managing quality of parts that eject from machine
- Perform varies of warehouse cleaning to ensure a safe and productive environment
- Packing parts according to instructions using correct boxes and packing instructions

In-line Quality Inspector

Advance Forming Technology - Firestone, CO

October 2018 to February 2019

- Check the quality of all parts that machine operators produce
- Properly fill out paperwork for quality management on other shifts
- Check the quality of finished boxes machine operators produce to ensure high quality parts ready for shipping
- Attend quality meeting from higher management and customers for update on any other quality needs and improvements
- Ready finished palates for shipping

Machine Operator

Employment Firm - Westminster, CO

August 2018 to October 2018

- Properly and safely learn how to operate various machinery
- Fill out paperwork and labels for the specified machine assigned that day
- Carefully and safely handle parts according to work instructions to ensure parts come out perfect and all the same quality.
- Properly clean area at the end of shift

Production Handler

Carefree of Colorado - Broomfield, CO

September 2017 to October 2017

Assembled various canopies for trailers and RV's
Assembled the different parts and screw packets needed for each individual part
Maintained factory cleanliness by cleaning my area before shift is over

Materials Handler

Denver, CO

June 2017 to July 2017

- Tasked to clean out closing school
- Moved and organized furniture for easy transportation
- Cleaned classroom(sweep, pick up trash, organize materials)
- Assist Movers in the transportation of furniture, electronics, or other materials
- Successful in cleaning out two floors of classrooms in a three week time frame with only a handful of other employees

Data Entry

FAMILY PRACTICE ASSOCIATES - Broomfield, CO

February 2016 to May 2017

- Managed all electronic faxes and medical records and filed accurately into patient chart
- Scanned paper records and filed into electronic patient charts
- Assisted billing department in sending billing statements to patients
- Assisted Primary Care Providers input data such as Mammograms, Ultrasounds, and Colonoscopy records
- Assisted in tracking and closing referrals to other medical offices

Education

High School Diploma

Mapleton Expeditionary School of the Arts - Thornton, CO

2009 to 2015

Skills

- Microsoft Suite (Word, Excel, PowerPoint, Outlook) • Strong written & oral communication skills • Organized, detail oriented, efficient & flexible team player • Basic computer and typing skills
- Plastics Injection Molding