

# Donte Ormond

Grosse Pointe Park, MI  
Donte\_ormond@yahoo.com - (313)465-3947

## WORK EXPERIENCE

### **Shipping and Receiving Clerk**

MyLocker - Warren, MI - August 2013 to December 2013

#### Responsibilities

Unpacked and examined incoming shipments  
Rejected damage items  
Assisted in other departments as needed  
Maintained a safe work environment according to all department procedures  
Checked tickets and hung garments  
Received product deliveries, ensuring order and invoice accuracy  
Moved shipments into appropriate locations

### **Floor Inspector**

United Machining Incorporation - Sterling Heights, MI - October 2012 to June 2013

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- \* Maintained a safe work environment by following standard and procedures; complied with legal regulations
- \* Maintained quality standards by approving incoming materials, in process production and finished products
- \* Audited and monitored quality requirements in accordance with the company quality assurance policies and customer specifications
- \* Trained new employees in the incoming inspection procedures
- \* Conducted quality checks on finished products using gages and micrometers

### **CNC Operator**

United Machining Incorporation - Sterling Heights, MI - May 2011 to June 2013

Locked and loaded raw castings into CNC machine

- \* Deburred machined parts
- \* Performed quality checks dimensional and visual
- \* Completed required paper work such as downtime logs, inspection reports, and scrap tags
- \* Complied with all safety, environmental, housekeeping and company policies
- \* Trained new employees

### **Compression Operator**

Caraco Pharmaceuticals LTD - Detroit, MI - October 2007 to June 2009

Followed all regulations, policies, and procedures for health, safety, and environmental compliance

- \* Inspected finished production for quality and adherence to specifications
- \* Set up and operated equipment in accordance with current good manufacturing practices and operating procedures
- \* Arranged and verified the function of safety equipment
- \* Monitored and adjusted processes or equipment for quality and productivity
- \* Troubleshoot problems with equipment or products
- \* Tested products for quality including the weight, thickness and hardness of tablets
- \* Listened to machines during operation to detect irregular sounds

- \* Planned and organized work to meet production and schedule requirements
- \* Calculated machine speed and feed ratios, and the size and position of cuts
- \* Inserted control instructions into machine controls units to start operation

## EDUCATION

### **General Studies**

Flint Genesee Job corps Center - Flint, MI

### **Certificate in Manufacturing**

Detroit Manufacturing Center - Detroit, MI

## ADDITIONAL INFORMATION

### SKILLS

- \* Quality control and inspection
- \* Knowledge of machine operation and standard safety practices
- \* Ability to manage multiple tasks efficiently
- \* Ability to lift heavy objects and stand for extended periods