

# CORPORATE MANAGEMENT GROUP

Employment Application



your workforce management & staffing experts

APPLICANT INFORMATION							
Last Name	Duk	First	Felicia	M.I.	C	Date	11-17-15
Street Address	1077 Edmund Ave #			Apartment/Unit #	2		
City	St. Paul	State	Minnesota	ZIP	55104		
Phone	763-269-006		E-mail Address	Finity981@yahoo.com			
Date Available	As Soon As Possible		Social Security No.	474-96-6248		Desired Salary	\$15.00
Position Applied for	Packaging prefer 2nd shift						
Are you a citizen of the United States?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
How did you hear about us?	Referral Name: Award Staffing						

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date
<i>Felicia C. Duk</i>	11-17-15

Felicia C. Ouk

1077 Edmund Ave, Saint Paul, Minnesota 55104  
763-269-0061 email address: [finity981@yahoo.com](mailto:finity981@yahoo.com)

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### **OBJECTIVE**

I am a hard worker, a positive person. And I am also very responsible person, accountability, independence, adaptability. I am a fast learner, open mind person. I work very well with team work and individual work.

I able to do multi-task work, when I started my job I would like to finish my job. I am very peaceful person and also very friendly.

### **SUMMARY OF QUALIFICATIONS**

- . Eighteen years experience as an micro electronics assembly.
- . Exceptional computer knowledge for Excel Microsoft Words, Excel Spread Sheets, and Data Entry.
- . Experience with coordinating meetings at Church and Non-Profit Organization.

### **ACHIEVEMENTS**

- . Achieved in Solder Training, 5s, ESD, Cardinal Rules, Work Safety, Fire Safety, FEMA, Color Team, Honor Guard, and Instructor Drill.

### **EXPERIENCE**

March 2002- July 2013 Det-Tronics Minneapolis, MN: Reading and Using Blue Prints, Knowledge of using Built of Materials, Using Barcode scan for work order in computer, Back flush, Electro-Mechanical Assembly, PCB Assembly, know how to use Microscope, halo light, Components Machine Operators, tined wire cables, tined connectors, Soldering LED, Soldering Sensors, Soldering Connectors, Trainer for new workers, Built Units from Start to Finished, Built Module, Built Weather Shields, Built Cal-Kits, Reworks, Using Alcohols Ultras Sonics tank, Pre-Test, Final Test, epoxy, Inspections, Packaging.

July 1992- November 1998 Starkey Lab Inc. Eden Prairie, MN: Hybrid Lab Micro Technician Assembly. My job duties was using work process, computer, Blue Prints and Built of Material, Components Machine Operator, Auto Wire Bond, Manual Wire Bond, know how to use Microscope, Halo light, Encapsulations, Rework, Pre- Cleaning 3x3 Ceramics Boards with fiber glass, Pre-Test, Final Test, Inspection, Packaging, Wet Solder Print Machine Operator, Solder Flow Machine Operator, Surface Mount Boards Thro-Hold.

June 1985- August 1987 Saint Paul Public Health Saint Paul, MN: General Clerical Receptionist, Job duties are Data Entry, Making charts for Patients, Pulled Charts for

patients, Filling Charts for patients, Answering Telephone, make appointment for patients, Took Down Message for my Bosses, co-worker and work with 10 keys. Know How to used Copy machine.

June 1983- June 1984 Have volunteered at Bethesda Nursing Home in Saint Paul, Minnesota for 1 year.

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### **SKILLS**

- . Action words + Keywords + Skills + Knowledge
- . Be specific using numbers and percentages

### **EDUCATION AND TRAINING**

Continuing Education in Business Administration and Psychology Saint Paul Metro State University of Minnesota.

Graduated from High School Diploma in June 1988.

For future reference please ask upon request.