

Monica Ounsy 1209 Anthony Road -  
Wheeling, IL 60090 - Tel: (224)  
307-9778 -monicao5792@gmail.com

## Objective

Detail-oriented Electrical Line Worker with 2 years in electronics manufacturing. Strong ability to read and understand blueprints and complete quality work on tight production deadlines. Proficient in blueprint interpretation. Assembler with 2 years experience in manufacturing, general labor, and warehouses. Dependable self-starter experienced in manufacturing production, assembly, quality assurance, and customer service. Skilled in managing multiple tasks with frequently changing priorities. Meets deadlines and continuously projects a positive attitude.

## Skills

- Safety-oriented
- Organized

- Quick learner and Proficient multi-tasker
- Interpretation of blueprints, BOM, and drawings
- Skilled in final assembly processes
- 5S Proficient
- Strong Algebra and general math skills

## Work Experience

03/2012-06/2012

Bangkok Wok

3146 W Touhy Ave, Chicago, IL

Waitress

- Provide outstanding customer service to customers.
- Answer phones for incoming orders.
- Take online orders in fast pace.
- Seat customers and take orders.

07/2010 - 02/2012

Sigmatron International

2201 Landmeier Road. Elk Grove Village, IL

60007 (847) 956-8000

## Assembler, Quality Assurance/Quality Control Inspector

- Received and correctly processed both written and verbal instructions, prints and work orders.
- Set up and performed hand and automatic assembly operations on components, sub-assemblies and assemblies. Inspected and tested components and assemblies.
- Performed and submitted first piece for inspection.
- Verified part numbers and placed parts in appropriate shipping containers.
- Lubricated and wiped machines, tools, and workplace to maintain safety and cleanliness.
  
- Recognized and reported defective material and equipments to shift supervisor.
- Assembled compressors using Work Center Instructions (WCI), Wiring Diagram (WD), Bill of Material (BOM), and assembly drawings.
- Completed and entered quality records and scrap reports in a timely manner.

- Reviewed and verified all work was in compliance with sale orders and customer requirements.
- Inspect Printed Circuit Boards in every detail for Assembly and SMT (Surface Mount) lines.
- Packing after final inspection for shipment.

03/10/2013

Motorola Solutions.

1301 E Algonquin Rd Schaumburg, IL  
60196

Inspector

- Inspect radios and phones making sure there are no defects.
- Test phones and radios to ensure they are working properly, and does not fail.
- Scan radios using an Rf scanner and follow instructions on computer.
- Place labels on phones and radios in correct spot as instructions stated.

Education

Roosevelt High School  
3436 W. Wilson Chicago, IL 60625  
2006-2010

Reference

Mark J.  
(847) 956-8000