

Pa Moua

Customer service

Saint Paul, MN

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WORK EXPERIENCE

Hand bindery

John Roberts Company - Coon Rapids, MN - 2015 to Present

Responsibilities

Matching and inventory.

Assembled products according to work instructions. Inspection, mailing, Kitting, collating, hand folding, hand taping, inserting, Packaging etc.

Customer service

Floralist - Saint Paul, MN - 2014 to Present

Responsibilities

Customer service, arrange flowers, create n design decorations style for customers.

Skills Used

Hand art n craft.

Medical Assembly

Medical Assembly - Maple Grove, MN - October 2014 to November 2014

Boston Scientific

- Laser Print Manifold Machine
- Distal Load Station, assembled small parts.
- Final/Testing Station
- Plasma Tray-Batch counting

sewing contractors, work at home

My Pillows - Forest Lake, MN - 2013 to 2014

Responsibilities

Sewing straight stitch and serge. Sewing double layers pillows, bed sheets, cape.

Skills Used

Straight sewing, serge, hang folding etc.

Service Assistant

Services Learning, Neighbors, Inc - Saint Paul, MN - January 2008 to February 2008

Interviewed clients for food and financial assistant.

- Assist with designing flyers for spring sale
- Coordinated activities for elderly and disability clients.
- Organized clothing and household materials for senior citizens.

Assistant

Library, Inver Hills Community College - Inver Grove Heights, MN - August 2004 to December 2006

Inventory

- Processed books and magazines.
- Filing

EDUCATION

High School Diploma

Johnson High School - Saint Paul, MN
2000 to 2004

ADDITIONAL INFORMATION

HIGHLIGHTS OF QUALIFICATIONS _____

- Enjoy working with people of various backgrounds.
- Flexible, fast learner and hard worker.
- Assisted families and clients with emergency needs.
- Assisted and worked with adults with disabilities.
- Receptionist, filing, data entry, and making copies.
- Ability to communicate effectively in both Hmong and English.