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# PATRICIA CHEEK

patsycheek@gmail.com

## Summary

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Ladies and Gentlemen:

I am interested in exploring opportunities with your company where I can contribute my Facilities, Manufacturing and warehouse experience. Enclosed is a resume for your review and consideration.

My background includes more than 20 years work experience for manufacturing and distribution organizations. My desire is to pursue new challenges and opportunities where I can utilize my abilities as I continue to learn and grow professionally. I offer experience assembling consumer/medical products and operating maillroom and bottling equipment, working in a clean room environment, preparing products for shipping, and following policies and procedures. I also have skills in training and supervising employees, maintaining production records, and coordinating delivery of supplies with vendors. In addition, I offer excellent organizational and problem solving skills, the ability to work and communicate effectively with all levels of personal, and the ability to rapidly acquire and apply new skills. I believe this background, combined with my attention to detail, motivation, dedication and reliability, would be an asset to your organization.

Should my qualifications interest you. i would appreciate the opportunity for an interview to discuss my background and your needs in more detail.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Patricia Cheek

Enclosure

## Skills

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- Troubleshooting specialist
- Initiative to work independently
- Quick learner
- Heavy lifting
- Carefully packaged all finished products and prepared them for delivery.
- Carefully inspected each product for any defects through quality assurance procedures.
- Quality inspection professional
- Inventory control
- Reliable and dependable
- Dedicated team player
- Perfect attendance record
- Barcode scanning
- Time management
- Inventory control procedures

## Experience

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### Assembler

#### Garlock Pipeline Technologies

06/2012 to 05/2018

Wheat Ridge, CO

- Determine materials, tools and equipment needed for product orders.
- Set up and performed hand and automatic assembly operations on components, sub-assemblies and assemblies. Laser product with logos and size.
- Applied changes requested by designers, owners or inspectors.
- Used measuring instruments to inspect parts.

- Maintained site safety and kept work in line with budget, schedule and applicable building codes.

**Receiving Inspector**

**10/2008 to 05/2012**

**Sorin Group USA Inc**

**Arvada, CO**

- Generated reports with documented findings and recommendations.
- Helped reduce errors and rejected items by proposing and implementing quality improvements.
- Performed detailed measurements with hand-held devices and performed visual inspections of the line.
- Assessed quality of products and compliance with tolerance standards by inspecting products, components and materials.
- Accurately read blueprints and repair manuals to identify mechanical problems and fix them.
- Reviewed work orders and communicated with prior shift to assess work needs for the day.
- Responsible for promoting safe and clean working environment.
- Used measuring instruments to inspect parts.
- Utilized facility tracking system to keep accurate records of completed repairs.
- Maintained record accuracy by using work order reporting system.
- Oversaw proper packaging of products.
- Managed work with little supervision.
- Worked overtime, including evenings and weekends, to respond to emergencies and fix unsafe conditions.

**Education and Training**

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North High School

**1979**  
Denver, CO