

Lee Peltz

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Objective: *I'm interested in any of your positions.*

Qualifications

I have worked with a verity of hand tools, machines & equipment. I have some factory, warehouse, industrial, line work, direct care, farming, retail, business & record keeping experience. Have experience with computers, printers & fax machines, as well as verity computer programs. I am a hard worker & a quick learner.

Experience

January 2014-March 2015 General Production worker, Electrolux Appliances

Work in a safe & very fast pace manure. Check for & remove damaged material & parts. Follow diagrams to assemble & install parts into freezers. Help & teach other employees. All manually or with hand or power tools. As needed float to other departments & shifts.

January 2012- April 2012 Pse Mail Processing Clerk, St.Cloud Post Office

Duties; Work on machines or manual sort mail in a timely manner, from letters, flats, and parcels. Including all 1st class, Express, Registered, Certified, Cod's, Delivery conformation mail.

January 2002 - Present Self-Employed Dairy Farmer, Housewife & Mother

All office & paper work including, financial records/reports, monthly income & expenses, employees scheduling, livestock records, inventory. Plan & do vet. care, breeding schedule, milking, feed mix, feeding, maintenance & repairs on equipment & buildings, some cement & construction work. Help with field work, drive skid loader, drive tractor & other equipment. Take care of rental property paper work, cleaning & repairs. Make design & help remodel & constructed cheese plant on wheels, with approval of USDA & MDA division, under the PMO standards. Design, make & print labels approve by USDA, package cheese. Research & make list of clients, design, make & print brochures, take & fill orders, deliver samples, orders & talk with clients, make & do advertising.

July 2001 - July 2003 PCA (Patient Care Assistant), St.Cloud Hospital

Receive report on patients, take vitals & glucose's 3-4 times during shift sometimes every hour. With certain patients, take readings and clear intake & output machines 2 times during shift sometimes every hour with certain patients. Assist patients with meals & cares, transport patients, make sure all machines are functioning and stocked, assist RN'S & LPN'S with treatments. Everything you do has to be charted in patient's files & computer, give report to the next shift.

Education

*Beginning of 2004 – 2009 Farm Business Management, Central Lakes College, Brainerd
Graduated 1991 K-12 grade, High school Diploma at Little falls High School*

Accomplishments

County fair 4-H Top Gilt award in 1987 & 1990, 4-H Top Swine award in 1990, 4-H Grand Champion Gilt in 1990, County fair 4-H Top Poultry award in 1989, 4-H Grand Champion Poultry in 1987, FFA District & Regional Swine Production award in 1990, FFA District & Regional Poultry Production award in 1991, FFA Chapter Star Green Hand award in 1988, FFA Star Chapter Farmer award in 1990, 4-H Outstanding Achievement award in 1987 & 1988 & 1989, FFA District 4 Diamond Achievement award in 1990-91 & 1991-92.