

PIKEPENNY

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ABOUT ME. | While attending Brown Mackie College I worked at IGA in Herington Kansas as a cashier from 1993-1996. Moved to NY in late 1996 and was hired at GMAC in Rochester as Accounts Receivable/Payable Specialist. I worked there until my move back to Kansas and transfer to the Wichita Office. Worked GMAC until 1998, when I began classes at KSU, Manhattan Kansas. Majoring in Education/minoring in American Literary Arts where I enjoyed the studying of famous American Authors such as Mark Twain AKA Samuel Clemens, Harriet Beecher Stowe author of Uncle Tom's Cabin and John Steinbeck(The Pearl is my favorite).

SKILLS & ABILITIES | Operated several sophisticated pieces of equipment. Including but not limited to: Tack/Spot welder. Pleater machinery, PVC dispensing machines, and Rolling machinery for rolling metal. Capable of multi-tasking, thinking quickly even under stress. Comfortable with computer software such as, **EXCEL, WORD, WINDOWS 8/8.1/OFFICE.**

20 year experience in Customer Service and relations. 4 years of experience working call center for Gateway computers/Cingular, AT&T from 2000-2004. 10 year experience in Manufacturing.

EXPERIENCE | **SPOT WELDER/ASSEMBLER, GRAVER TECHNOLOGIES**

09/2012 TO PRESENT

Operation of Spot Welder machine, Assembled products in accordance with Engineer blue prints and drawings. Performed inspections of product and measurements of product to ensure job is within specs. Sheared material, cut to specific length and width in accordance to job packet and measured with tape. Calibrated material to ensure width of material using is within spec. Informed Supervisor of any issues with materials, machinery, and/or job packet specs.

ASSEMBLER/MANUFACTURER, ADECCO

06/2007-09/2012

Assembled products in accordance with job specifications. Inspected finished product to ensure quality, and to report any rejections. Packaged product in proper boxes/bags/labels to be prepared for shipping. Performed rework as necessary. Informed Supervisor of any issues in regard to assembly of product, including lack of materials, wrong product, product not in conformance with government standards.

ASSEMBLER/MANUFACTURER, REMEDY STAFFING

07/2007-09/2012

Assembled products/packaged products. Inspected product for defects prior to packaging process as outlined in job packet. Operated numerous, complicated machines such as, wrapper, box tape machine, label machine.

2004-2005 Walmart Junction City KS

Deli Associate. Assisted customers with food choices, sliced and prepared foods for customers, catered food for special occasions, weddings, graduations etc. Always early to work and stayed late when asked.

2005-2006 Auth-Florence, Manhattan, KS

Assembled mail boxes for the United States Post Office/Government based. Processed orders over the phone into the companies computer system, checked in drivers, such as vendors and mail. Corresponded with Supervisors of backorders on materials and any problems with ship dates/delivery dates. I mainly was a floater and worked in various areas when and where needed.

**EDUCATION | GENESEE VALLEY BOCES, MOUNT MORRIS, NY
CERTIFICATION**

1991 Graduate of Mount Morris Central School with GPA of 3.59, ranked 6th in class of 39. Graduated from BOCES in 1997 with certification in Secretarial/Word Processing.

1993-1995 Brown Mackie College Associates Degree/Majored in Business Science/Marketing/Minored in Accounting 1 and Advertising.

KSU 1998-1999 Manhattan, KS majored in Education/American Literary Arts. Not completed.

COMMUNICATION | Always willing to help others and do so without being asked. Assist in clean-up even if not my work area. Ensure co-workers/lead knows where I left off of a job at the end of the day and I keep a detailed journal of my work in a notebook at my work station of product/jobs that are completed or in progress and projected dates of completion. Inform Supervisors of any problems with a job such as, material shortage, waiting on materials, or machine malfunction.

CHARACTER | Take full responsibility for my mistakes and own up to them and fix them. Teach myself how to perform a task quicker and safer. Always obey safety rules. Safety first then quality! Report any unsafe issues to Supervisors so can be corrected. I am honest with my employers, do not believe in breaking the rules. Hard working, trustworthy and punctual. Correct mistakes immediately even if means staying late beyond my time. Willing to further my education. Taking online classes mainly to help me navigate new software, such as Windows 8 and 8.1. Will be taking an online language class in Spanish and German so I can be more fluent, speak them pretty well.

**REFERENCES | ROBERT SIMPSON, SUPERVISOR/CORE FAB
GRAVER TECHNOLOGIES**

585-624-1330 extension 263/Bob Bullis Lead.

Tammy DiSalvo

Friend 585-281-6352

Known me my whole life, friend of family.

