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## **OBJECTIVE**

To obtain a full-time contract position with a well-established employer at which I can utilize my skills and experiences.

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## **EDUCATION**

**September 2005- June 2009**

**Clintondale High School**

35200 Little Mack Ave. Clinton Township, MI

General Studies- Earned Diploma

Medical Office Assistant- Earned Certificate

Desktop Publishing- Earned Certificate

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## **EXPERIENCE**

**January 2013- Present**

**In Home Patient Care**

14812 Piedmont St. Detroit, MI

**Caregiver**

- **Assist** Nurse with caring for patient
- **Feeds** patient, change sheets and pillowcases
- **Help** patient bathe
- **Help** dress patient
- **Laundry**
- **Cleans** patient's room
- **Pick-up** patient medications
- **Gives** asthma treatments and medications when needed
- **Helps** patient get in and out of bed
- **Read** mail, books, magazines etc. to patient
- **Help** patient exercise
- **Prepare** meals

**Continue**

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## EXPERIENCE CONTINUED

July 2010- January 2013

Radar Industries

28101 Groesbeck Hwy. Roseville, MI

Quality Auditor ISO/TS 16949

- **Inspected** parts to ensure that quality met standardized satisfaction of the customer with very little or no defects
- **Notified** supervisor immediately after any unusual findings and helped analyze and correct the production problem
- **Visually** inspected raw material to locate any imperfections or nonconformance when first introduced to new material
- **Marked**, red-tagged and noted problems on job number inspection sheets, properly documented details on specific forms for the use of management after determining the defective codes with the proceedings of defective materials being sent to proper areas for re-work when possible or to hold are, determined next process after re-evaluating rework
- **Detailed** every visual and physical aspect accordingly on proper job number documents rather usual or unusual
- **Recorded** SPC's
- **Gaged** parts, checked measurements using calipers, micrometers and size pins
- **Performed** final audit duties before shipments, made sure correct parts were being shipped in the correct containers, with the correct labels to the correct destination
- **Completed** gage audits

Robotic Animation Welder

- **Loaded** parts onto a cell fixture then verified parts were present and secure on fixture before weld cycle began
- **Ensured** finished products were properly welded
- **Sorted** through re-work
- **Documented** production on proper files
- **Maintained** a clean and stable work environment

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## EXPERIENCE CONTINUED

**March 2009-July 2010**

**Self-Employed**

Detroit Metro Area

**Hair Stylist**

- **Natural** hair care (wash, relax, dry, hot oil treatments, deep conditioning, cut, coloring, flat iron press and curl)
- **Braid**
- **Weave** (sew-in, extension and ponytail)

**September 2008- March 2009**

**Red Lobster**

101 W. 12 Mile Rd. Madison Heights, MI

**Hostess**

- **Greeted** and sat guest
- **Bussed** tables
- **Rolled** silverware
- **Assisted** servers as needed

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## SKILLS

- **Interpersonal-** Able to get along well with others, have no problem with accepting supervision. I've received positive evaluation from my previous supervisors.
- **People Skills-** Able to interact with people at different levels, provide great and friendly customer service
- **Attention to Detail-** Concerned with quality. Produce orderly and attractive work. Ensure tasks are completed correctly and on time.
- **Reliable-** Have trusted attendance
- **Microsoft Office-** Knowledge of Word, Powerpoint, Excel and Outlook
- **Typing-** 30 wpm

**REFERENCES AVAILABLE UPON REQUEST**