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Education

Hyde Park Career Academy ,
Chicago , IL Diploma
Major: Architectural Design Courses

Work history

Prinston pharmaceuticals. Charlotte, N.C.

Blender/Mixer/ Raw materials 02/2017 -

- Operated blending mixer and stand up fork lift machinery safely and in conformance with a manufacturer SAPs
- weighed out materials carefully and followed label requirements for each drum
- monitored protection production equipment and mixtures for efficient and safe operations
- tested sample materials to comply with special for specifications in general safety standards
- determined project specifications and task prioritizations carefully reviewing work orders and related documents
- accurately recorded operational practices and production data worked effectively in a fast-paced environment
- handled bulk raw materials and drummed mixed materials
- master cleaned all equipment and room for QA

Kloeckner Metals Charlotte, N.C.

Crane Operator/Loader/Material Handler 04/2015 - 02/2017

- Daily responsibilities include operating overhead 7.5 ton crane loading & unloading flatbed trucks, Printed labels.
- Picking orders for customers, handling Bulk items including 60x120 to 72x157, etc. size steel plates weighing 25,000 lbs.
- Split plates to customer specifications, cover and 4 way plastic & metal bands on all materials,
- Use of micrometers, calipers and tape measurers, count all materials handled.
- Responsible for wearing proper PPE, use of hammers saws and tools
- Safety Committee chairman & CPR training.
- Tag all outbound /inbound shipments, use of computer for shipping & receiving materials,

operate sit down forklifts, palletize to customer specifications.

Corning Inc. Midland, N.C.

Die Inspection/Draw operations 09/2014 – 03/2015

- Worked 12hr. weekly rotating schedule including weekends and holidays responsible for SOPs in collection of die/heater cleaning process for draws areas.
- Used Microscope in lab area for data results in inspection process.
- Used chemical cleaning solvents with required PPE at work stations.
- Bead blast dies for cleaning & inspections.
- Material Safety Data Sheets usage and data entry
- Inventory of tanks and bulk chemicals, replenish PPE at required work stations.
- Operated lifts and fork trucks and filled out safety inspection sheets for equipment used.
- labeled hazardous materials for disposal, a safety team member, routine preventive maintenance of lab and bead blast locations, clean areas and of fiber scrap in

Cygnus/Total solutions , Chicago , IL

Shift Manager/ Batch maker 06/2006 to 08/2014

- Assigned duties and provided guidance and checked task completion of entry level employees, checked time cards during shifts, Enforced disciplinary actions for safety & attendance. Organized shift meetings
- Worked in outside conditions on 10 hour flexible shifts, Prepped raw materials for batches.
- Followed SOPs, Reviewed batch Production Record (BPR) Verified mix ingredients and size.
- Control room software usage, Inventory of Hazardous waste & disposal.
- Calculated weight scales, Usage of hand tools, changed pumps on tanks, checked valves & pressure manually.
- Printed labels for containers & kept records for daily drum sheets.
- Arranged & organized stage areas for finished products for shipping.
- Operated forklift trucks, stored tote bins & super sacks, unloaded tanker trucks & railcars.
- HazMat certified, MSDS knowledge.

Atlantic Press , Oak Lawn , IL

Shipping & Receiving Coordinator 01/2004 to 08/2006

- Worked in a fast pace environment {10hr. shifts} loading and unloading LTL and Freight orders, operated long reach fork-lifts and sit down fork –lifts.
- Received inbound, filled out proper paper work, UPS World ship shipping computers, filled out bill of lading,
- Phoned trucking companies ,data entry inventory cycle counting weekly, called trucking

vendors.

- Handled 500lb. drums and 2400lb. totes for shipping and stock from production areas and staged orders, shrink wrapped and banded all drum orders, picked orders.
- Filled drums, stacked cases on pallets, printed labels for outgoing orders, Windows excel, word ,graph software usage.

EckO Industries/World Kitchen , Monee , IL

Fork-lift /Shipping & Receiving/Spotter 06/2000 to 01/2004

- Verified all in-coming stock, checked damaged shipments.
- Loaded and unloaded shipments.
- Printed labels with destinations for air or road travel, documentation daily billing information.
- Used scan-gun for product information and amounts, UPS shipping computer.
- Performed duties with Sit-down Clamp forklift, Slip-sheet forklift, Reach truck (stand-up) Cherry pickers certified in all equipment (crown, Nissan, Hyster and Toyota)

General Truck Parts , Chicago , IL

Inventory/Fork-lift /bulk materials 05/1998 to 06/2000

- Checked in daily in-bound stock and returns , filled out paper work, operated Crown fork-lift, stacked cases.
- Performed duties on palletizer and bale machines. {including stacking finished bales with fork clamp truck}
- Worked in outside conditions storing pallets, did daily checks on trucks, distributed transmission parts to shop areas.
- Will-calls and customer info for the sales departments, worked in storage department issuing out parts from work orders for shop areas.
- Used UPS & Fed-ex software.
- Operated over-head crane for bulk steel and rods.
- Used Raymond's and boss side loader trucks loading aluminum bars, steel and drive train chassis

Dial Corporation , Stickney , IL

Shift Coordinator/Supervisor 1987 to 1998

- Supervised 15 union employees in the manufacturing of raw materials departments.
- Scheduled daily pick-ups from trucking lines.
- Responsible for inventory and ordering of all raw materials, maintained storage documentation for front office use.
- Assigned daily duties to line laborers.
- Checked pressure gauges on tanks.
- Customer service work with sales people for customer demands, expectations and forecasts.
- Worked on and developed logistics reports.
- Disciplined union employees, checked time cards, scheduled vacations.
- Filled out injury reports, made sure all areas were cleaned and organized to OSHA standards.
- Checked lab samples daily for proper dates and documentation, met with union reps quarterly, devised plans for cutting cost in material vendors and transportation's.