

**Robert Caputo**  
4538 Clark Street  
Hamburg, New York 14075  
(716) 698-7721  
RobertCaputo89@gmail.com

**PROFESSIONAL EXPERIENCE:**

**Quest Manufacturing** - Hamburg, NY October 2012 - Present  
*Machinist*

- Coordinate and schedule time sensitive job assignments.
- Program, set-up, analyze, troubleshoot, and maintain CNC machinery.
- Read and interpret blueprints.
- Manage and maintain documentation for ISO Certification Standards.
- Proven quality control track record.
- Highly developed sense of organization and attention to detail.

**West Herr Chevrolet** – Orchard Park, NY September 2011 - September 2012  
*Lot Associate*

- Responded to customer inquiries with friendliness and professionalism.
- Managed and maintained inventory.
- Successfully communicated and coordinated with upper management.

**Derrick Corporation** – Cheektowaga, NY July 2008 - August 2011  
*Stock Room Clerk/Assembler*

- Managed and maintained inventory by means of computer database.
- Processed customer parts orders.
- Prepared shipping documents and mailing labels.
- Assembly of large electrical power units.

**VOLUNTEER EXPERIENCES:**

**Southtown's Christian Center** - LakeView, NY January 2012 - Present  
*Youth Leader*

- Develop and facilitate weekly educational program.
- Lead group activities and discussions.
- Maintain relationships with students and parents.

**SKILLS:** Training in Microsoft Office Suite

**EDUCATION:**

**Associates in Science - Liberal Arts and Science: General Studies**  
Erie Community College - Orchard Park, NY  
Dean's List Recipient