

Robynn Gatewood

I've worked for an factory for 15 yrs and I'm a self starter and quick to pick up any assignments that is given to me. I work well with others in an group setting or small atmosphere, I have knowledge in building and packaging and placing orders in there right areas with proper computer entries such as looking up orders, seeing what the orders consists of and entering the correct areas it is shipped to for the final steps to be sent to the customers and took orders from customers who called to make purchases for our devices. I've ran assembly lines, load, unload and inspect parts for quality control inspection. Later into my career I venture out to help people who needed support and encouragement to get back on their feet to become successful and able bodies to be apart of day to day living and becoming more than just there addiction and obstacles.

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Authorized to work in the US for any employer

Work Experience

Intake Specialist

CCDF - Indianapolis, IN

April 2019 to Present

Help assist low-income families with proper child Care documents and receiving proper program benefits.

Recovery Specialist

Volunteers of America - Indianapolis, IN

January 2018 to July 2018

The Fresh Start Recovery Center is a one-of-a-kind, family-centered, residential treatment program for mothers struggling with addiction. This program strives to maintain the bond between mother and child by allowing mothers to have their children live with them during their stay in the treatment program, also I did receive my certificate in Pediatric CPR, AED, and First Aid

Machine Operator

Kimball Electronic - Indianapolis, IN

August 2017 to November 2017

Operate or tend plastic molding machines, such as compression or injection molding machines, to mold, form, or cast thermoplastic materials to specified shape.

Factory Worker

Allegion - Indianapolis, IN

July 1999 to December 2014

Indianapolis, IN - July 1999 to December 2014

Responsibilities

Build secure and safety door devices, include inspection and quality control, placing proper instruction sheets inside of the boxes to be ready to be packaged for ship out and labels and using data information like Microsoft Windows and basic computer entries to enter its proper inventor records and did some customers orders sales for the sales of our devices.

Accomplishments

My accomplishments would be that I never got a bad rapport on any assignments that I was assigned to do and I've meet tack in a timely matter rather it was in a group setting or by my self. I have shown I can get the work done when needed to and it shown for its self.

Skills Used

Hands on hands training and verbal instructions on how to do the work with some

computer training and some
classes that was mandatory by safety laws

Food Service Worker

Indianapolis public school - Indianapolis, IN

August 1995 to March 1999

Responsibilities

We prepared cold and hot package meals, which includes some meals being cooked and set to be shipped to all elementary schools over 2,000 meals or more daily.

Accomplishments

being able to multi task and making sure meals were shipped in a timely matter and working in a clean area.

Skills Used

My skills would be learning the process of preparing and using appropriate tools for temperature to make sure meal are at a standard degree of being completely cooked.

Education

Certificate in Medical Assisting

Harrison College-Indianapolis, IN - Indianapolis, IN

April 2016 to April 2017

Diploma in English/Music

Thomas Carr High School - Indianapolis, IN

1987 to 1990

Sent from Yahoo Mail on Android