

Sarah Diamond

Looking for a full time customer service, assembly position

Minneapolis, MN 55428

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HIGHLIGHTS OF QUALIFICATIONS Work experience includes customer service, manufacturing, assembly, food service and housekeeping. Hard working, dependable, reliable employee, who gets along well with others. Experience in an office setting with basic computer skills. Ability to follow instructions and learn new skills.

Willing to relocate to: Minneapolis, MN

Authorized to work in the US for any employer

Work Experience

Assembly Worker

Reviva - Fridley, MN

October 2016 to January 2019

Cleaning work area. Assembling engines, building hp oil pumps. Assembling lifters, pistons. Also testing springs and assembling injectors. Cleaning, testing sensors and making look like new again. Put check mark on them and putting in bin for kitters to grab.

Cashier/Customer Service

BP Gas - Minneapolis-Saint Paul, MN

July 2015 to August 2016

Cleaning, register, helping customers, stocking, putting items away. Inventory.

Manufacturing Associate

Polaris Industries - Osceola, WI

September 2012 to July 2015

Cleaning, working on the line building snowmachines and four wheelers. I do different jobs on the line i use powerful hand tools and guns to complete the jobs. i also clean my area and order my parts when im running low on them.

Assembly

The work connection

Warehouse Clerk

Target.Com - Woodbury, MN

October 2011 to March 2012

Processing online orders. Putting together and making sure the order is correct and packaging then in correct container. Putting them on conveyer belt to send over to shipping department. Cleaning work area and stocking shelves with bags and boxes

Product Prep/Outbound

Resource MFG/Target.Com

Woodbury, mn

Robot Operator/Welder/Assembler

Polaris Industries - Roseau, MN

April 2011 to October 2011

Start Date: 04/2011 End Date: 10/2011

I process online orders and get them ready for shipping to the customers. I also clean work area and make sure the area is stocked up on bags and boxes. Also sometimes i also have to look to make sure item has not already been shipped out or that it is the correct order

Robot Operator/Welder/Assembler

Assembly Line Worker

Polaris Industries - Roseau, MN

2007 to 2009

Removed part from conveyor belt after robot finished Cut excess plastic off parts using special knife Used blowtorch around edge of product for a smooth finish Packaged parts and labeled to get ready for shipping Cleaned work area for next shift.Loaded robot with snowmobile and ATV parts.Took each part off and put on cooling rack and loaded the robot with the next part.Cleaned work area and stocked parts for next shift.

Cashier

Frostbite Fuel - International Falls, MN

March 2007 to August 2008

Run cash register and balance cash in drawers. Count money in the safe to ensure the funds are balanced. Check in inventory and put merchandise on shelves. Open and close store; make sure building is secure and locked. Report inventory needs to manager.

Marketing Representative

CH Consulting - International Falls, MN

May 2006 to February 2007

Political Campaign. Phone voters and read political messages. Also spoke with people selling different things. Peices of hunting land to land to build homes.

Assistant Loan Officer

Achieve Mortgage - Plymouth, MN

February 2003 to January 2005

Spoke with customers to review their mortgages and offer lower rates. Offer free lines of credit to customers, explain services and rates. Offer additional cash-outs for personal loans and home improvements.

Cashier

Hilander - Rockford, IL

December 2001 to July 2003

Cashier at grocery store, total sales, take payments and give change. Clean work area around cash register aisle & straighten merchandise items. Return "stray" products to shelves. Assist customers to find items in the store.

Education

High school in Nursing

Northwest Community and Technical College - River Falls, WI

Skills

Assembly Line, Clean Room, Assembly Worker