

Sarah Kuichtoch

Production Assembler

Austin, MN 55912

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Proactive customer service providing information to customers and offering a high level of service. Hardworking employee handling payment transactions quickly and efficiently to boost customer satisfaction. Seeking a new position with a great organization.

Proficient Certified Nursing Assistant and Customer service service experienced in nursing home, and Customer service environments. Motivated and professional with friendly demeanor and hard-working nature. Seeking to support high-volume operations with strong multi-tasking abilities and high energy.

Willing to relocate: Anywhere

Work Experience

Production Assembler

Essilor Lab - Sauk Rapids, MN

October 2017 to April 2018

Performed preventative maintenance to maintain optimal productivity.

Trained staff of 10 direct labor employees to perform assembly and manufacture of product.

Kept work areas clean and neat.

Calibrated machines to keep them running at peak performance.

Set and monitored product standards, examining samples of raw products and processing tests, to ensure the quality of all finished products.

Read and followed standard operating procedures.

Set up and verified the functionality of safety equipment.

Adjusted alignment of drills, cutters, dies, guides, and holding devices.

Assisted machine operators with finished pieces.

Ensured that all health and safety guidelines were followed.

Certified Nursing Assistant

Talahi Nursing and Rehabilitation - Saint Cloud, MN

June 2016 to October 2017

Assisted patients with ambulation and crutch walking.

Supported patients' daily living needs, including feeding and bathing.

Collects patient specimens and data, including vital signs, input/output and other delegated measurements.

Maintained accurate records of patient care, condition, progress and concerns.

Responded appropriately to the physical, emotional and developmental needs of patients.

Transported patients between rooms and appointments or testing locations.

Assisted patients with bathing, oral hygiene, grooming, feeding and elimination.

Assisted in cleansing enemas, catheterization and bladder irrigations.

Member in good standing with Nurse Aide Registry.

Monitored vital signs, such as blood pressure and pulse.
Maintained a clean, healthy and safe environment.
Followed safe lifting techniques and individual resident lifting instructions.
Assisted with patient transfer and ambulation.

Production Worker

Electrolux - Saint Cloud, MN

September 2016 to September 2017

Unloaded incoming products and moved to staging area, sorted items and transported to final storage locations.
Assembled products according to standardized procedures.
Kept work areas clean and neat.
Ensured that all health and safety guidelines were followed.
Assisted machine operators with finished pieces.
Adjusted alignment of drills, cutters, dies, guides, and holding devices.
Adjusted alignment of drills, cutters, dies, guides, and holding devices.
Maintained necessary level of communications between shifts.
Made sure that products were produced on time and are of good quality.

Certified Nursing Assistant

Cerenity Senior Care, White Bear Lake - White Bear Lake, MN

September 2016 to December 2016

Helped residents programming goals and increase their independence.
Obtained information about clients' medical history, drug history, complaints and allergies.
Monitored fluid outputs, documented results and collected specimens for testing.
Provided pre- and post-operative care.
Answered patient calls for care and feeding.
Supported patients' daily living needs, including feeding and bathing.
Supported patients' daily living needs, including feeding and bathing.
Member in good standing with Nurse Aide Registry.
Collects patient specimens and data, including vital signs, input/output and other delegated measurements.

Customer Service Representative

Expert Global Solutions - Mendota Heights, MN

November 2015 to January 2016

Investigated and resolved customer inquiries and complaints in a timely and empathetic manner.
Managed wide variety of customer service and administrative tasks to resolve customer issues quickly and efficiently.
Set up and explained new membership contracts.
Answered product questions with up-to-date knowledge of sales and store promotions.
Answered an average of [Number] calls per day by addressing customer inquiries, solving problems and providing new product information.
Maintained cleanliness and presentation of stock room and production floor.
Effectively communicated with and supported sales, marketing and administrative teams on a daily basis.
Contacted customer to follow up on purchases, suggest new merchandise and inform

them about promotions and upcoming events.
Routinely answered customer questions regarding merchandise and pricing.
Served as the main liaison between customers, management and sales team.

Certified Nursing Assistant

St Lucas Healthcare Community - Faribault, MN

July 2015 to November 2015

Turned and positioned patients to maintain comfort and minimize problems.
Supported patients' daily living needs, including feeding and bathing.
Documents objective data and routine aspects of patient care.
Followed safe lifting techniques and individual resident lifting instructions.
Obtained information about clients' medical history, drug history, complaints and allergies.
Assisted patients with ambulation and crutch walking.
Transported patients between rooms and appointments or testing locations.
Answered patient calls for care and feeding.
Assisted nurses with wound care for pressure ulcers, bed sores, and surgical site wounds.
Assisted patients with bathing, oral hygiene, grooming, feeding and elimination.
Obtained household supplies and ran daily errands.

Cashier

Super America - Eagan, MN

June 2015 to October 2015

Trained new cashiers on procedures, customer service and sales techniques.
Directed customers to store locations.
Accepted both cash and credit card payments according to standard operating procedures.
Scanned goods and collected payments and issued refunds, receipts, and change.
Moved new inventory to sales floor and arranged on shelves or other displays in an attractive manner.
Totaled bills and calculated taxes.
Answered customer inquiries and clarified details regarding charges.
Greeted customers promptly.

Food Server

Mystic Lake Casino Hotel - Prior Lake, MN

January 2015 to June 2015

Assisted in cashiering and Point of Sale (POS) system procedures during busy hours.
Followed all safety and sanitation policies when handling food and beverage to uphold proper health standards.
Followed all safety requirements for alcohol service and kept a list of available ride services for inebriated customers.
Directly oversaw the overnight store operations, including issuing staff assignments and creating production lists.
Refilled and rotated items on shelves to maintain well-stocked inventory.
Collected empty carts and returned to the store.
Verified cash drawer against the day's receipts.
Upheld standards of cleanliness, food handling and safety.
Assisted co-workers whenever possible.
Offered product samples, answered questions and helped customers find items.

Assisted with guest inquiries, take-out orders and restaurant cleanliness.

Production Worker

Quality Pork Processors, Inc. - Austin, MN

June 2014 to June 2015

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Set up, operate, and tend machines that cut and slice meat
Stack and sort cut material for packaging Program machines dependent upon product and needs
Remove defective or substandard materials from machines
Adjust machine controls to alter position, alignment, speed, or pressure.
Assembled products according to standardized procedures.
Kept work areas clean and neat.
Assisted machine operators with finished pieces.

Resident Care Assistant

Hormel Foods - Austin, MN

September 2014 to November 2014

Maintained accurate records of patient care, condition, progress and concerns.
Monitored vital signs, such as blood pressure and pulse.
Assisted patients with bathing, oral hygiene, grooming, feeding and elimination.
Helped patients move in and out of beds, baths, wheelchairs and automobiles.
Maintained a clean, healthy and safe environment.
Obtained household supplies and ran daily errands.
Answered patient calls for care and feeding.
Provided a comforting and soothing environment.
Answered call lights and aided in patient comfort and safety by adjusting beds, lights, bed rails, pillows, patients' clothing and bedside tables/equipment.

Production Operator

Hormel Foods - Austin, MN

April 2012 to January 2014

- Operate food processing equipment
- Ensure that all raw food items received are of good quality and appropriate quantity
- Count and record food items•
- Participate in packaging and assembling food items
- Ensure that food products are processes and prepared by following standards of cleanliness and hygiene
- Perform preventative and general maintenance on food production equipment
- Perform duties on the packaging line by loading and adjusting items
- Label packaged food items appropriately
- Monitor quality and quantity of food items

Production Worker

Austin Packaging Company - Austin, MN

September 2010 to April 2011

Trained new co-workers.
Lift raw materials, finished products, and packed items, manually.
Examine products to verify conformance to quality standards.

Observe equipment operations so that malfunctions can be detected, and notify operators of any malfunctions.

Assembled products according to standardized procedures.

Kept work areas clean and neat.

Maintained quality assurance and customer satisfaction objectives.

Cashier Customer Service

McDonalds Restaurant - Austin, MN

January 2009 to August 2010

Receive payment by cash, check, credit cards, and automatic debits Issue receipts and change due to customers

Assist customers by providing information and resolving their complaints

Greet customers entering establishments Answer customers' question

Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans.

Education

Certificate nursing assistant in CNA

Riverland Community College - Austin, MN

June 2014 to June 2014

Certification in Nursing Assistant

Health Care Academy - Riverland Community College Austin - Austin, MN

2014

Human Service in education

Riverland Community College - Austin, MN

Associate of Science in Medical Assistant

Riverland Community College - Austin, MN

Associate of Science in Medical Assistant

Minnesota School of Business - Blaine, MN

Associate of Health Science in Medical Assistant

Rasmussen College - Saint Cloud, MN

Skills

EXCELLENT MULTI-TASKER (Less than 1 year), HOUSEKEEPING (Less than 1 year), MULTI-TASKER (Less than 1 year), PUNCTUAL (Less than 1 year), TEAM PLAYER (Less than 1 year)

Certifications/Licenses

Customer Service Skills assessment - Familiar

September 2018

Indeed Assessments™ evaluation completed with Familiar rating.

View my results:

https://share.indeedassessments.com/share_assignment/rhzei3s5sa24m6y9

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS

Trustworthy companion General housekeeping

Compassionate Courteous and helpful

Efficient and reliable team player Strong interpersonal skills

Committed team player Takes direction well

On time and reliable Honest, trustworthy and punctual

Weekend availability Works well as part of a team

Willing to work late hours Excellent multi-tasker