

Serenity Jones

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3020 31st Avenue South

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Education

Highschool Diploma *February, 2010*

Hutchinson Highschool *September, 2006- June, 2007*

Andover Highschool *September, 2007- June, 2008*

Roosevelt Highschool *September, 2008- October, 2009*

Minnesota Technical Highschool *October 2009- February, 2010*

WORK EXPERIENCE

Order Picker

Illume Candles - Bloomington, MN - July 2016 to October 2016

Read and follow orders

Pick orders for Web retail and wholesale.

Palletize large wholesale orders

Completed orders brought packing station

Assembly

Group O - Eagan, MN - March 2016 to July 2016

Flash mobile devices program using computer software

Quality assurance check product fix defects

Reassemble mobile devices with corresponding parts

Assist production to complete tasks and meet deadlines

Customer Service Supervisor

Gordmans - Edina, MN - May 2015 to July 2016

Educate and train employees training

Provide coaching and people management skills

Resolving customers complaints, conflict management skill

Production Lead

Russ Davis Wholesale - Eagan, MN - February 2016 to June 2016 Quality assurance Read run orders

Assist lead team to complete orders. Prepare, assort, package, label produce.

Data Entry Specialist

RGIS Inventory Specialists - Roseville, MN - 2015 to 2016

Physically counting all merchandise within the establishment

Scanning or manually entering upc barcodes of all merchandise Send collected data to pc save unto usb

Assembly Line Worker

Midwest - Saint Louis Park, MN - 2015

Quality assurance carefully examine all product

Assembling perfume sample displays

Assist team in production to complete tasks before deadlines

References

Jonathan Hernandez Manager at **Illume Candles**

Jonathanh@illumecandles.com

(952) 885-9600

Marry Otis Machine Operator with **Prostaff**

(662) 336-0563

Vanessa Laroque Previous Misses Lead at **Gordmans**

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