

Sereywathana (Da) Hong

Machine Operator - SHUTTERFLY INC

Bloomington, MN 55438

wathana0905@yahoo.com

612-707-8777

An experienced and versatile technician working with a variety of equipment and machines. Previous experience in administrative affairs and accounting.

Willing to relocate to: Arizona, TX - California, Florida - Georgia, South Carolina

Work Experience

Machine Operator

SHUTTERFLY INC - Shakopee, MN

June 2015 to Present

- Konica Minolta Accurio Jet KM-1
- HP Indigo 12000 Digital Press (Certified)
- HP Indigo W7250 Digital Press (Roll Fed)
- HP Indigo 7600 Digital Press (Sheet Fed)
- HP Indigo WS6600p Digital Press (Roll Fed)
- Igen
- Lamimaster - IDH 34 HSIN
- Smart Stacker
- Horizon Three-knife Trimmer HT-80
- Vareo Binder
- Horizon Binder
- LaserMax Roll
- Longford (Stitcher)
- Hohner (Stitcher)
- UV Coater
- Polar Cutter

* I can create the programs in machines

* Most of the time I fixed machine by myself

Production Technician

SHUTTERFLY INC - Bloomington, MN

June 2015 to February 2016

- Performed assembly and packaging of components into products for the medical industry
- Gained competency on using tray, band and impulse sealers
- Maintained an awareness of workplace safety and OSHA regulations
- Arranged proper documentation necessary to complete job
- Assisted with weekly cleaning of production and common areas

Administrative Officer

ACLEDA BANK PLC. - Kandal Province
February 2009 to April 2015

- Distributed and balanced petty cash
- Performed office logistic management and arrangement
- Prepared proposals to purchase other equipment as necessary and forwarded them to sub-branches
- Arranged authorized policy update letters and delivered necessary information to staffs
- Monitored and controlled monthly-accrued expenses submitted to accountants including: water, electricity, gasoline, phone, and rent
- Arranged meetings and training courses and set up meeting spaces
- Controlled and organized the company's policy and procedure books
- Updated staff names, emergency contacts, assigned work names and duties for all staff
- Received incoming calls from customers and answered their questions
- Prepared and updated administration forms

1/2

- Managed, copied, and updated credit forms for loans as necessary
- Prepared and organized stationery

Credit Officer

ACLEDA BANK PLC. - Kandal Province
March 2007 to January 2009

- Assessed applicants' financial status and credit and provided loans to clients
- Collected loans from clients and followed up with clients for repayments
- Solved problems of loan default
- Prepared plans for loan disbursement in daily, weekly and monthly basis and submitted them to the head of department
- Prepared loan documents

Education

Master of Business Administration in Management

NATIONAL UNIVERSITY OF MANAGEMENT (NUM) - Phnom Penh, KH
2003 to 2005

Skills

Accounting (Less than 1 year), Management (2 years)

Certifications/Licenses

HP Indigo 12000 Digital Press

July 2017 to Present

Visual Transparentization

December 2015 to Present

Master of Business Administration

August 2005 to Present