

Leila Shahabi  
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Lake Forest, IL 60045  
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CMG  
Employment Office

Dear Sir/ Madam,

I have been seeking an Assembler position, where I can use my experience and training for success. Your posting for an Assembler is a perfect match. I have included my resume.

I am well aware of the tasks and responsibilities of an Assembler for CMG, as I have worked over a year in just this role at Hydraforce. Reading through your requirements, I found qualifications that I had in the industry, product, and part of the assembling line that I did work on. I have also helped in training new employees and supervising assembly line production when supervisors were out sick or on vacation. I have worked as a tester for the production line. I work fast, safely, and with no incident.

I would love the opportunity to discuss my qualifications in person. Could you contact me at (224)-622-6712 to schedule a time? Thanks for your time and consideration.

Sincerely,

Leila Shahabi

Enclosure: Resume

# LEILA SHAHABI

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1369 N. Western Ave Apt #3, Lake Forest, IL 60045 Cell: 224-622-6712 shahabi1981@gmail.com

## Professional Summary

To make a sound position in corporate world and work enthusiastically in team to achieve personal as well as organizational goals with devotion and hard work.

## Skills

- Superior verbal and written communication skills
- Team building
- Natural leader
- Self-motivated professional
- Excellent planner and coordinator
- Conflict resolution techniques
- Emergency planning
- Creative learning strategies
- Analytical thinker
- Goal-oriented
- Efficient multi-tasker
- Effective time management
- Superior attention to detail
- Flexible
- Customer-oriented
- Calm under pressure
- Excellent mathematical skills
- Computer proficient
- Multilingual in Persian, Kurdish, Turkish

## Work History

**Tester and Inspector, Assembler**, 02/2012 to 08/2013  
**Hydraforce** – Lincolnshire, IL

- Received and correctly processed both written and verbal instructions, prints and work orders.
- Made and revised set ups on test strands previously calibrated by other staff.
- Inspected and tested components, assemblies and power tools.
- Disassembled, reassembled and corrected changeover.

**Administrative Assistant**, 07/2011 to 01/2012  
**Masoud Moayedi Office** – Houston, TX

- Greeted numerous visitors in a professional and friendly manner.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Opened and properly distributed incoming and outgoing mail.
- Organized all new hire, security and temporary paperwork.

**Sales**, 03/2008 to 04/2011  
**Firca Ceramic** – abroad, Turkey

- Greeted customers in a timely fashion while quickly determining their needs.
- Recommended merchandise to customers based on their needs and preferences.
- Responded to customer questions and requests in a prompt and efficient manner.
- Contributed to team success by exceeding team sales goals.

**ESL Teacher**, 05/2004 to 12/2007  
**Language School** – Abroad, Iran

- Successfully improved student participation in the classroom through integration of creative role-playing exercises.
- Met with parents to resolve conflicting educational priorities and issues.
- Increased student's English test scores by 14% through private tutoring and special attention.
- Collaborated with a team of faculty to develop after-school tutorial program for students in need of extra help.

## Education

**Bachelor of Arts**: English Language and Literature, 2004  
**University of Kurdistan, Iran** - Iran