

Mita Soni

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- Objective** Obtain a position in mechanical assembly and or general manufacturing.
- Personal** Over twenty years experience in mechanical assembly. I have held a leadership position and was responsible for training and motivating new employees in past positions. My experience is in both manufacturing environments and office settings. I am willing to learn new skills as required.
- Experience**
- Motorola Libertyville, IL
Phone Testing (Temporary Work) **2/28/2012- Present**
- Software testing of cellular phones per procedures
 - Generation of appropriate documentation as needed
- Schwitzer Engineering Lab (Temporary Work) Lake Zurich, IL
Electro - Mechanical Assembler **8/16/2011-11/14/2011**
JOB DESCRIPTION
- Soldering of Fault Indicator
 - Performed cable wiring
 - Competency in using soldering tools, pliers, cutter, glue gun
- Angio Tech (Temporary Work) Wheeling, IL
Mechanical Assembler **5/9/2011 – 8/8/2011**
- Assembly of Needle and Handle Press
 - Minor Inspection of Assembly
- R.G.Ray Corporation Buffalo Grove, IL
Mechanical Assembler **8/8/1987 – 11/05/2008**
- Assemble band clamps in a high rate manufacturing environment while ensuring top quality.
 - Assisted in the training of new hires for proper and safe manufacturing.
 - Final packaging of finished products.
 - Minor QC work of completed clamps.
 - Was in charge of creating prototype clamps that the engineering requested.
 - Maintained simple records.
 - Competency in spot welding, general hand tools, and packaging.
- Allstate Vernon Hills, IL
Mail Clerk **10/05/1998-01/05/1999**
- Delivered mail and packages to proper recipients in a prompt manner.
 - Retrieved files from archives upon requests from a department of twenty people.
 - Completed any errands within the department that required immediate attention.
 - Familiarity with fax machines, copy machines, and basic computer skills.
- Education** Sri PM Kothari High School Gujarat, India
High school Graduate
- References** References are available on request.