

Tana Oak

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Professional Summary

To obtain a challenging position that offers an opportunity in production manufacturing and advancement in different categories of work careers and dedicated to high levels of customers satisfaction

Skills

- Ability to operate co production machinery, especially everything related to the job. Record production details set up equipment, handling general tools and handle power tools. EXPERIENCE skilled in managing multiple task use of power tools. Interpretation blue prints and lift heavy materials
- Mechanical
- Repairing
- Equipment Maintenance
- Clerical
- Writing
- Customer and Personal Service
- Time Management
- Computers and Electronics
- Complex Problem Solving
- Management of Material Resources
- Production and Processing
- Foreign Language
- Troubleshooting
- Installation

Experience

BARD/DAVOL

Woburn, MA

Machine operator/Quality control

Jan 2017-Jul 2017

Clean room environment set up fitz machine using wrenches and pliers.

Making sure machine is assemble properly screws tighten insert blades clean filter replace filter. Inspect cow skin wash it with chemicals then insert cow skin in the dryer after its dryer. Inspect skin under the microscope using razor blades and tweezer to take out defected area making sure theres no defect such as burnt marks or left over hair strains after inspection. Store material in fridge for 24 hours after put in grinder machine. Scale and weight material before inserting into fitz machine fill out paper work and performance on machine after done with machine take down fitz machine clean parts and dry.

Elder Service of Merrimack Valley

Lawrence, MA

Personal Care Attended

Jan 2016-Jan 2017

- Provide patients with help moving in and out of beds, baths, wheelchairs, or automobiles and with dressing and grooming.
- Care for patients by changing bed linens, washing and ironing laundry, cleaning, or assisting with their personal care.

- Plan, purchase, prepare, or serve meals to patients or other family members, according to prescribed diets.
- Accompany clients to doctors' offices or on other trips outside the home, providing transportation, assistance, and companionship.
- Direct patients in simple prescribed exercises or in the use of braces or artificial limbs.
- Perform a variety of duties as requested by client, such as obtaining household supplies or running errands.
- Maintain records of patient care, condition, progress, or problems to report and discuss observations with supervisor or case manager.

JABIL CIRCUIT

Clearwater, FL

Machine operator

Jun 2012-Jan 2016

Performed machine operator in metal fabrication dept also known for posses work my ethic and work from written procedures, able to understand blue prints and verbal and minimal instructions various assembles for weld wires inspection and evaluating. Rivets and assemble various mechanical parts using templates and temporary tooling and diagrams, routing instructions and process sheets verifies results to ensure conformance with requirements complete mechanical metal sheet assemble all screws where work sequence have been planned and layouts by others

- Baste edges of material to align and temporarily secure parts for final assembly.

BUCAN GAS

Saint Petersburg, FL

office clerk/warehouse clerk

May 2007-Jul 2011

Produced UPS labels for shipping, stocking and boxed products, enter orders for shipments using Fedex and Ups. Responsible to enter accurate credit card information assuring customers orders are processed timely, generate credit card reports for owners review and approval, send out mail orders for billing purposes

- Use computers for various applications, such as database management or word processing.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Complete forms in accordance with company procedures.
- Provide services to customers, such as order placement or account information.
- Prepare and mail checks.
- Order and dispense supplies.

NEW ENGLAND PLASTICS

Woburn, MA

machine operator

Apr 2005-May 2007

Run the injection mold machine and load all parts needed prep machine making

sure machine is running correctly. Trouble shoot machine when its down and assemble pieces into box measure mold cut and counted label packed and shrink wrapped properly on to shipping and recieving. Reading blue prints measure size parts inspect material for final production and packaging

MACK TECHNOLOGY

Westford, MA

Material Handler

Oct 2003-Feb 2005

Pick up orders sort out sizes, kitting and stocking incoming material. Place away electronic boards in the right locations. Count filling out paper work organizing products for shipping and recieving

- Load or unload materials into containers or onto trucks, using hoists or forklifts.

A.C.T. MANUFACTURER

Hudson, Ma

Assembler/Tester

Jul 2000-Sep 2003

Assemble computer disc drives using hand tool such screw drivers and screw gun wrenches to install parts and package products for shipping and recieving, testing computer disc drive for defects using amcore machine tester after it passes send it down the line to be finalized Assist in training with new employees on the production line

US FILTER

Lowell, MA

Quality control/assembler

May 2002-Feb 2003

Assemble modules, rework of parts and performed pressure test, enter data and file document read blue prints inspect on parts making sure product is good to pass on the production line

Education

Lowell Adult Education Program

Lowell, MA

GED

Mar 1999