

# Taryn Griffin

Arlington, MN 55307

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## WORK EXPERIENCE

### **Machine Operator**

Technipac - Le Sueur, MN - 2017-07 - 2017-10

My Duties Included:

- The Production of Food safe pouches.
- Packing of Boxes.
- Calibrate and Adjust Machine settings if needed.
- Performed Quality checks of finished products.
- Participated in 5S.

### **Material Allocation Specialist**

Prostaff Staffing agency - Plymouth, MN - 2017-01 - 2017-07

My Duties Included:

- The Knowledge of basic computer skills.
- The Ability to read blueprints.
- The Ability to Multitask.
- Inspecting Material upon arrival and allocating material to proper location.
- Ensuring parts were made to print using a variety of measurement tools.
- Wooden Crate Building.
- Use of Forklift to install machinery into crate ,secure and closed for shipment.
- Unloading inbound Shipments.
- Use of ups,FedEx, Speedee and International Freight Forwarders.
- Inventory and Cycle Counts .

### **Machine Operator/Packer**

Express Employment Professionals - Chanhassen, MN - 2016-06 - 2017-01

My Duties Included:

- Operating packaging machinery.
- Lifting and standing for length of the shift.
- Pulling and picking parts when necessary
- Follow instructions of supervisor.
- Participation in 5S.
- Kept work areas clean and safe.

### **Material Handler**

Volt Work Force - Chanhassen, MN - 2015-11 - 2016-06

My Duties Included:

- Picking and pulling orders.
- Order consolidating.
- Working with shipping carriers.
- Using automatic wrapper.
- Operating pallet jack.

### **Fulfillment Specialist**

Kelly Services - Shakopee, MN - 2015-01 - 2015-11

My Duties Included:

- Scanning Incoming Packages from Conveyor belt with RF Scanner and Allocating the package to the proper Pallet for shipment.
- Lifting of Boxes up to 50 lbs.
- Shrink Wrapping of Pallets.
- Forklift and Pallet jack Operation.

### **Direct Support Professional**

MRCI WorkSource - Chaska, MN - 2012-07 - 2015-01

My Duties included:

- Provided Necessary transportation to and from the clients resident also community sites in conjunction with other staff and team members.
- Took an active interest and participate in department activities and programs.
- Kept records of clients' activities whom participated in the program.
- Followed safety procedures and assist in identifying safety needs for self and others.
- Engaging with individuals each day to achieve their goals while being sensitive.

### **Material Handler/Forklift Operator**

IWCO Direct - Chanhassen, MN - 2011-02 - 2012-07

My Duties Included:

- Utilizing the computerized Inventory system to determine the location of Materials and Supplies.
- Entering Material Transactions into system and completing material handling section for paperwork for the returns of material to the warehouse.
- Moving processed material from workstations to appropriate staging area.
- Ensuring the accurate repacking of leftover material.
- Assisting with warehouse duties as assigned.
- Operation of forklift throughout 12 hour shift.
- Completion of weekly cycle counts.
- Operation of baler
- Shrink wrapping and Banding of outgoing shipments.
- Work with UPS ,FedEx and International Freight Forwarders.

### **Security Officer**

ABM Security - Minneapolis, MN - 2009-06 - 2011-02

My Duties Included:

- Patrolling Parking Ramps.
- Checking Identification of visitors and patron of the building.
- Monitoring of CCTV's
- Answering of telephones.
- Bi Hourly checks of boilers.
- Foot patrols of the perimeters and interiors of the building.
- Input of work orders into client database.
- Checking entrance exits for any unusual activity.

## **EDUCATION**

### **General Education Diploma**

Carl Sandburg College - Galesburg, IL  
2008-01 - 2008-07

**SKILLS**

Forklift Operator, Machine Operator, Direct Support Specialist, Caregiver (PCA)