

# Theresa Aguilar

## Machine Operator

West Saint Paul, MN

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I am seeking a long term, full time career at a reputable company. I would like to have a chance to grow with your company using the skills that I already have, as well as learning new skills. I am ready to take on new challenges. I am a very hard worker and a fast learner. I take direction well and preform tasks efficiently with quality in mind. I work well independently or as a part of a team.

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **Saw Operator**

Adkore Megaforce - Minneapolis, MN - May 2016 to September 2016

Set up manual and auto saws, cut to length aluminum using tape measures and/or calipers to .001 inches. Keep accurate records on paperwork and computer. Load, wrap and move pallets.

#### **Machine Operator**

MacKay Mitchell Envelope Co - Minneapolis, MN - July 2014 to November 2015

##### Responsibilities

Operation of converting machines to make envelopes. Read specific job instructions. Inspection. Pull quality samples checking print, color, size, measurements, seals and all customer requirements. Keep exact count for daily production. Account for all down time. Daily record keeping.

##### Skills Used

Read ruler to 1/32 inch. Trouble shooting.

#### **Machine Operator**

Johnson Anderson - Shakopee, MN - August 2013 to April 2014

Operate envelope machines, 102, RAW, 527. Envelope machine that runs a web, cuts, folds, glues, and prints paper to convert to envelopes. Read job tickets. Run to individual customer specifications. Fill gum boxes, clean ink trays and gum boxes.

#### **Pilot Plant Technician**

Volt Services - Mendota Heights, MN - September 2010 to November 2011

Production/Manufacturing. 3M Cottage Grove, cell 6, Certified OG Operator. Laser Engrave, Water Jet. Quality Testing, Microscope Inspection, Visual Inspection.

#### **Pull Tabs Clerk**

Bingo - Red Wing, MN - September 2008 to September 2010

Guest services. Knowledge of pull tabs, bingo programs, prices, packages, discounts and promotions throughout the casino and bingo, operate point of sale register, responsible for all inventories including banks, keys, coupons and certificates. Balance with callers, packaging, register and the vault. Complete paperwork neatly and accurately at the end of every session. Perform miscellaneous duties including cross training as needed.

## **Receptionist**

Cost Cutters - Saint Paul, MN - February 2005 to May 2008

Customer Service. Answer phones. Promote and sell products to customers. Schedule appointments. Greet clients and enter them in the computer. Cleaning. Inventory. Go to the bank for change orders, other miscellaneous duties as needed.

## **Chauffeur**

Cost Cutters - Mendota Heights, MN - August 2006 to December 2007

Primary driver for job supervisor. Deliver construction materials and tools to job site. Make rounds to all construction sites as needed. Construction clean up, general laborer, run errands. Drive Supervisor to all meetings and job sites. Time management. Assist the Supervisor as needed.

## **Contract Employee**

Volt Services - Eagan, MN - August 2004 to June 2006

Production/Manufacturing. 3M in Cottage Grove, Stillwater, and St. Paul MN: Quality control. Clean room. Shipping with C of A's and C of C's, packing slips, and invoices. Print all documentation for shipping. Operate a Blister Packer, Laser Engraver, and Water Jet. Inspection. Data entry and filing. Document run conditions of product in process. Test samples and record to proper files (paper and computer). Meet deadlines on a daily basis. Monitor product in process. Maintain a clean work environment. Work independently.

## **Machine Operator/Operator Assistant**

UV Color - Roseville, MN - July 2001 to November 2002

End Date: 11/2003 & 1/2003

Production/Manufacturing. Setup and operate a Fin-sealer machine (with a pick and place) in the finishing department of a printing company. Maintain the accuracy of labels and packaging materials. Inspection of product in process. Package. Palletize. Wrap pallets. Data entry. Train new employees. Assist other operators and assistants on their machines (Pinning machines, Cutters, Folder/Gluers, Ga Varehen, Shrink wrapper, and other machines used in the Finishing Department). Member of the safety committee.

## **Operator Assistant**

MPS Staffing - Stillwater, MN - April 2001 to June 2002

End Date: 11/2002 & 7/2001

Production/Manufacturing. Assist Fin-sealer Operator in the finishing department of a Printing Company. Maintain the accuracy of labels and packaging materials. Inspection of product in process. Package. Palletize. Wrap pallets. Data entry. Train new employees. Assist other operators and assistants on their machines. Member of the safety committee.

## **Operator Assistant**

National Checking - Saint Paul, MN - November 1999 to January 2001

Production/Manufacturing. Assist machine operator. Package finished product. Make labels. Change rolls of paper using a hoist. Operate folder machine. Work on several machines, assisting machine operators, such as Slitter machine, Hand bindery, Auto-Binder machine, Collator, Folders.

Saw/Winder Operator

LCH Packaging

West St. Paul, MN

Production/Manufacturing. Machine set up for each individual job. Operate saw. Operate winder. Stack and tie bundles. Data entry. Assist other machine operators. Maintain a safe and clean work environment.

Inspector/Operator

H.T.I

Hutchinson, MN

Production/Manufacturing. Inspect computer parts. Microscope inspection of copper trace on computer components. Operate shearing machine. Data entry. ISO daily paperwork. Quality and quantity.

Machine Operator

Tino's

Norwood-Young America, MN

Months of Experience: 36

Production/Manufacturing. Operate packaging machines such as Doboy (fin sealer, with a pick and place), Theile (machine use to individually package product), Case packer (machine used to package individual boxes into cases). Palletize. Wrap pallets. Quality checks every hour (weighing, measuring, color check) and documenting results of tests.

Machine Operator

Dyna Fab

Jordan, MN

Production/Manufacturing. Metal Fabrication. Operate punch press, drill -press, tube bender, deburrer, robotic welder. Meet daily quota. Quality and quantity.

## EDUCATION

### **Dental Assisting**

Lakeland Medical And Dental Academy

## ADDITIONAL INFORMATION

I have several years of experience with production machine set up, operating, trouble shooting, and calibrating. I am mechanically inclined. Clean room experience as well as shipping experience. Excellent communication and strong problems solving skills. I work effectively independently or as part of a team. I am detail-oriented. I have the ability to multi-task and prioritize. I am computer-oriented: familiar with PC's, Windows operating systems. Experienced with data entry and filing. I am self-motivated with exceptional organizational skills. I have excellent customer service skills and I have a professional phone voice. I also have experience with safety compliance (member of the safety committee at UVColor). Able (and willing) to learn new skills quickly.