

Tonya Gillespie

Berthoud Colorado 80534

Cell -720-442-2401

Profile:

I'm a hard worker from the Midwest, with the Midwest work ethic. I enjoy working on my own or with others. I follow directions well and know the importance of being a team member.

Experience:

Emerson 7070 Winchester Cir Boulder CO 2023 Current

Assembler 2 is my position; I work on the assembly line building transmitter's. I have cross trained in 5 positions on the line, I fill in when needed covering sick call ins and vacation.

Otter box 4185 Salazar Way Frederick CO 2021 to 2023

Material Runner is my position, I pull all the orders for the day and keep the lines on track all day. I cross train all over the line from filling orders to getting products ready to ship. I also fill in as a lead when needed I do line counts at end of day and enter into our system. I bounce all over and fill in when and where needed. Cross training in Quality right now.

Lead Dental Asst. Johnstown Family Dentistry, CO 80534 2013 to 2021.

I'm the lead Assistant to the doctor, Chair side assistant, in charge of all ordering. I take x-rays, trim models adjust crown, pour models and handle all the chair sided "4 handed dentistry ". I'm also on call 24/7 and DR. Steve's right hand.

Lead Dental Asst. Aesthetic Dental Firestone, CO 80504 2006- 2013

I'm the lead Assistant to the doctor, Chair side assistant, in charge of all ordering. I take x-rays, trim models adjust crown, pour models and handle all the chair sided "4 handed dentistry ". I'm also on call 24/7 and Dr. Paige right hand.

Dental Assistant Edda, North Joanne Law Thornton CO 2000-2009 (still worked part time we she needed)

I worked as a fill-in Dental Assistant for Joanne as her full-time temp. Joanne needed someone to count on for her business, to ensure that her fill-in person could do the job, be dependable, to show up on time and make sure the job was done correctly.

Production Worker Romech Red Oak IA 1996-2000

Romech was a car seat manufacturing plant. I worked in Honda department on the automation line cycling and honing seat action levers. I also ran a spot welder, welding lever arms to the seat frames. When we were waiting on parts I would also work on the assembly line after the paint booth assembling seats before they were packaged. It was a fast-paced plant that had strict deadlines and the need for cross-trained people like my-self.

Education

Edda certified Pima medical school Denver CO, CDC Longmont Dental Assisting Certification. X-ray Certified, PR certified. Attended several continuing education classes. General education Red Oak High School.

Skills

I work hard and work well with others. I pay attention to detail, I enjoy working. I catch on to things quickly.

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