

William Minehan

Team Leader / Machine Operator / Operator

Troy, NY 12180

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To obtain a position utilizing my skills & experience

Authorized to work in the US for any employer

WORK EXPERIENCE

Paper machine operator/ Lead person.Assisted with warehouse functions.

CASCADES TISSUE GROUP - Waterford, NY - 2002-09 - 2016-06

Paper producton. I was an operator on many machines winders, casepackers, forklifts, box clamps trucks. also work on an assembly line 12 hour shifts. I was a lead person on the night shifts. I repaired and did trouble shooting if need be.

Team Leader / Machine Operator / Operator

American Tissue - Waterford, NY - 1998-06 - 2016-06

EDUCATION

High School Diploma

Troy High School in - Troy, NY

SKILLS

Management, Warehouse Management, Warehouse Production, Machine Operator

CERTIFICATIONS/LICENSES

CPR/First Aid

2012-09

ADDITIONAL INFORMATION

SUMMARY OF QUALIFICATIONS

- Over 20 years of experience in warehouse, supervisory and production fields
- Experienced in supervising others employees on the floor
- Proficient in the operation of fork trucks, roll trucks, forklifts and pallet jacks
- Ability to maintain good attendance, punctuality and a positive attitude
- Possesses High School Diploma from Troy High School in Troy, NY

RELEVANT EXPERIENCE & SKILLS

Management / Supervisory

- Over 10 years of experience as a Team Leader

- Supervised over 25 Production employees during shift
- Handled various management tasks including attendance, production flow and safety reporting
- Oversaw and reported any overnight or weekend emergencies
- Acted as Active Member on Safety Committee

Warehouse

- Assisted with overseeing various warehouse functions
- Handpicked and stocked merchandise
- Utilized hand scanners to order select and track inventory
- Performed cycle counts in warehouse setting
- Properly trained new employees on various functions

Shipping / Receiving

- Followed all directions to ensure products was delivered in a timely manner
- Maintained inventory of all products that were shipped/received
- Met production quotas on a consistent basis
- Conducted quality control of products prior to shipping

Production / Machine Operation

- Monitored and troubleshoot production process for paper products
- Operated over 8 production machines as a Machine Operator
- Oversaw routine production machine maintenance and repair
- Data entered all work orders completed
- Accounted and managed the inventory at the start and end of shift (SAP)