

NENG XIONG

320 Blair Ave. St. Paul, MN 55103|| 612-219-4261||xiong_m08@hotmail.com

PERSONAL STATEMENT

Individual with 10+ years of experience in manufacturing, production, and welding; seeking employment opportunities with a growing company in the Twin Cities Metro.

SKILLS

- Able to operate a fork lift
- Ability to work in fast paced environment
- Culturally competent
- Manual dexterity
- Quick learner
- Attention to detail
- Time management
- Flexible
- Problem solving skills

WORK EXPERIENCE

Production Worker, Temporary Assignment
3M (Manpower Staffing)

December 2015 – December 2016
Eden Prairie, MN

- Assembled medical heated blankets

Production Worker, Temporary Assignment
Minnesota Diversified Industries (Case Staffing Solutions)

February 2015 – September 2015
Minneapolis, MN

- Efficiently performed assembly duties in fast paced environment
- Met quota set by team lead to assemble paper trays

Forklift Operator/ Material Handler
Zip Sort Inc.

1998 – 2007
Minneapolis, MN

- Operated and observed machines to control speed of machine components
- Observed machines to detect and correct any malfunctions of operation
- Communicated with supervisor about minor mechanical breakdowns to order new parts
- Guided and adjusted feed of paper through press cylinders
- Accurately inserted client materials into outgoing envelopes by using proper machine
- Assisted in training new employees
- Operated forklifts/ Material Handler

Welder

Kurt Manufacturing Company

1996-1998
Minneapolis, MN

- Welded aluminum, stainless steel and other metal materials as instructed
- Operated appropriate cutting equipment to chip or grind off excess weld, slag, or spatter
- Observed and inspected work pieces for defects
- Ensured products conformity with specifications

VOLUNTEER EXPERIENCE

Auto Mechanic Assistant

C and C / MC Auto

1998 - 2015
Saint Paul, MN

- Performed general maintenance of cars such as oil changes, tire inflation and condition, transmission, timing belt, and other assigned duties

Occupational Aptitude & Knowledge Assessment

ANSWER SHEET

Please print:

Score: -7

Name: Nancy Xiong

Address: 320 Blair Ave #2

City: St. Paul State: MN Zip: 55103

Phone: 6122194261 Date: 6/30/17

Please fill in the box for the correct answer. There is only one best answer.



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