

Michael Jefferson
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Experience:

Card Operator

Parkdale Mills

12/2017- Present
Lexington, NC

- Transport materials to specified departments.
- Clean and maintain card frames to minimize production loss
- Inspect product for discrepancies before shipment

Assembler

01/2016 -12/2017

Emerson Technology
Welcome, NC

- Installed doors and panels on electrical boxes
- Verified the right part numbers for production
- Utilized hand tools to place hinges on doors for assembly
- Place warning labels properly on cabinets according to safety laws.
- Notifies shipping department when products are ready for departure.

Warehouse Associate

08/2014 -11/2015

Valendrawers

Linwood, NC

- Verified and kept records on incoming and outgoing shipments.
- Prepared items for shipment.
- Counted, weighed and measured items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders and other records.
- Affixed shipping labels on packed cartons.

Core Inserter

Atrium Windows

09/2012 -08/ 2014
Welcome, NC

- Insert cores in jams of windows before windows are welded together
- Train new employees on core insertion and process

Tech 2 Level Warehouse Worker

05/2007 to 08/2012

PGT Industries

Lexington, NC

- Trained 10-12 employees to properly load windows and doors onto delivery trucks.
- Manually loaded finished windows and doors onto trucks, ensuring products were secured for transport to customer locations.

- Supported the fabrication of custom aluminum and vinyl windows and doors to product specifications and performance standards, as needed.

Education: Tyro Extended Day School
Tyro, NC
General Equivalency Diploma