

# Charlotte Womack

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## **OBJECTIVE**

To secure a challenging position in a office environment with opportunity for advancement.

## **SUMMARY OF SKILLS**

### **Inspection/ Assembly/ Clean Room**

- Excellent eyesight and attention to detail; read drawings for accuracy.
- Inspected, learned and packaged all molded parts and assemblies.
- Cleaned workstations at the beginning of every new job and throughout the day.
- Assembled additional, non-silicone components.
- Wiped parts clean with lint free wipes and Isopropyl Alcohol.
- Replaced parts inside a clear plastic bag and heat sealed.
- Inspected parts for defects and ensured they were clean and free of any dirt or lint particles.
- Placed labels on all final packages to ensure full lot traceability.

### **Shipping and Receiving**

- Processed and routed incoming/outgoing mail through use of equipment such as Pitney Bowes.
- Pulled orders and maintained inventory control.
- Scanned incoming cable boxes, determined problems and routed to appropriate departments.
- Packaged, documented and tracked outgoing shipments with UPS barcodes system.
- Sorted and batched mail, prepared for processing child support claim into system.

### **Clerical**

- Established and maintained strong customer relationships in person and telephone.
- Processed phone orders, computed invoices, and scheduled prompt delivery.
- Managed and directed multiple phone lines and entered data into specialized computer programs.
- Resolved customer complaints and represented employer in a positive manner.
- Proficient in computer programs including Windows, Word, Excel, PowerPoint, and Office.

### **Production**

- Tested cable converts to resolve converter problem including wire connections and voltage.
- Provided quality control to ensure reconditioned converters met standards before shipping to customer.

- Tested and corrected all functions such as clarity, appropriate menu selections and programming accessibility.
- Cleaned converts in preparation for reconditioning and removed debris that may pose as a danger.
- Engraved names and logs onto hard metal die and hammered into metal cast.
- Assembled records books, collated stock materials into book bindery stitcher, and measured and trimmed.
- Set-up, fed, operated and maintained semi-auto stitcher and taper; also operated band saws and folder glue.
- Read job specification to determine machine adjustments and materials required.
- Positioned work pieces on elevating lift; pushed button and depressed pedal to activate machine.
- Used hand and arm motion to fold boxes and push them into taping/stitching equipment.
- Inspected all completed work discarding non-conforming materials such as damaged and defectives.

## **WORK HISTORY**

<b>Assembly line worker</b> , Gourmet Italian Foods Inc.,Rotterdam, NY	2016-2018
<b>Sales Associate/Customer service</b> , Boscov, Colonie center	2015-2016
<b>Telemarketer</b> , CMG, TROY,NY	2014-2015
<b>Data Entry/Mail Room Operator</b> , PWTR, ALBANY, NY	2007-2014
<b>Taper/stitcher operator</b> , Temple-Inland, Scotia, NY	2006-2010
<b>Production Assembly</b> , Contec Inc., Schenectady, NY	2000-2005

## **EDUCATION**

ITT Technical School, Albany, NY	2010
Albany High School	Graduated 1986
NYS High School Diploma	Albany, New York

**Professional and personal references available upon request**