

Steven Medina
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Summary:

Dedicated Production Line Leader who is very proficient with all of the latest production line technology. Adept at pacing a production line to company goals, maintaining staffing levels and getting the most out of employees.

Qualifications:

Combined total of 24 years of experience building professional relationships with vendors, and merchants.
24 years of clerical experience with MS Excel, Access, Office, and Outlook applications. A.S 400, ups and fed ex shipping.

Highlights

- Incoming and outgoing of data entry.
- Preparing pick sheets and delegating them out.
- Picking and packing products.
- Printing labels.
- Has developed a proven track record for accuracy
- Exceptional time management skills
- Excellent at building a strong and unified team
- Very fast learner who can also train effectively as well

Nippon Express

Wood dale, IL 60191
1995-present

1995-1996 - Picker
1996-1997 - Checker
1997-present - Lead