

Tawny Jaime

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Personal Profile

- Strong work ethic, self-starter, ability to multi-task
 - 10+ years experience in electronics, data entry, and warehouse
 - Alpha-numeric @65wpm, 10 key @8000kph
 - Proficient knowledge using Fed-Ex shipping software
 - Intermediate skills using Microsoft Work ,Excel, Access, and SQL
 - U.S. Certified Transportation Security Administration Cargo Screener
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Education

Devry Technical University-Long Beach, California
Electronics Engineering Major

Denver City College – Denver, Colorado
Cisco Certified Network Associate (CCNA) Major

Experience

Emerson Process Management

Electrical Quality Assurance/Assembler, 11/2011-2/2012

- Accurately read electrical schematics.
- Learned wiring blueprints of machine/processor assembly.
- Built and wired electrical controls/JBOX panels.
- QA for microprocessors, sensors, and transponders.

DHL Global Mail

Shipping/Receiving Clerk/TSA Cargo Screener, 1/2009-9/2011

- Sorted/encoded domestic and international mail.
- Screened incoming/outgoing international cargo.
- Packaged parts and printed shipping labels/packing slips.

Hewlett Packard Warehouse

Electronics Assembler, 11/2005-12/2008

- PC hardware installation on high production assembly line.
- Soldered circuit boards.
- Picked, packed, labeled, computer parts.