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## Production Associate Resume

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### Job Objective

Seeking a Production Associate position where I can apply my experience and efficiently contribute to the company's growth.

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### Summary Skills:

Remarkable experience working in industrial operations environment  
Good understanding of operating, maintenance instructions, procedure manuals and material identifications  
Working knowledge of laminators and cutting machines  
Proficient in Adobe Suite and MS Office  
Ability to work in a fast-paced environment  
Ability to read and comprehend simple instructions  
Excellent verbal and interpersonal communication skills  
Good attention to detail and quality

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### Work Experience:

Production Associate, August 2005 to till date  
Novartis, Peoria, AZ

- Maintained an updated internal and external client distribution list for each distribution step.
- Participated in the development of a project plan and budget.
- Responded to customer inquiries and concerns regarding production.
- Produced status reports to project sponsors.
- Represented work group and possibly the department on projects.
- Provided constructive feedback to help others develop skills within a function.

Production Associate, May 2000 to July 2005  
Tommy Bahama, Inc., Peoria, AZ

- Ensured primary tasks in assigned areas, including Synthesis, Quality Control, Post Process and Packaging are completed properly.
  - Assisted in collecting requested data and communicating results to supervisor.
  - Maintained proper housekeeping per Standard Operating Procedure (SOP) and 5S standards within the department.
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### Education:

Associate Degree in Chemistry, Northern State University, South Dakota, SD

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