
TEAM ASSEMBLER RESUME

Summary:

A very dynamic diligent and people-oriented Team Assembler whose responsibility is focused on assembling product components; can handle various tasks performed by different members; assisted the team in the assembly process and may participate in making management decisions affecting the work

Professional Experience:

Team Assembler January 2007 – present
ESPO Corporation, Chicago, IL

Responsibilities:

- Performed capacity planning and work scheduling
- Worked closely with engineering to resolve technical problems and introduce new products
- Performed management of plant and equipment in the department including, repairs, preventative maintenance and replacing equipment
- Undertook all production operations as necessary

Team Assembler May 2004 – December 2006
ESPO Corporation, Chicago, IL

Responsibilities:

- Determined work assignments and procedures
- Shoveled and swept work areas
- Handled machinery and equipment like forklifts

Assembler February 1999 – May 2004
ESPO Corporation, Chicago, IL

Responsibilities:

- Performed capacity planning and work scheduling
- Worked closely with engineering to resolve technical problems and introduce new products
- Performed management of plant and equipment in the department including, repairs, preventative maintenance and replacing equipment
- Undertook all production operations as necessary

Team Assembler May 2004 – December 2006
ESPO Corporation, Chicago, IL

Education:

Associate Course in Mechanical Engineering, Rice University, 1999
Bachelor of Science in Business Management, Rice University, 1994

Skills:

- Exceptionally self motivated and always looking to change things for the better
 - Strong ability to lead, motivate, and develop a team
 - Profound critical and analytical/methodical skill
 - Excellent written and verbal communication skills
 - Uncommon ability to prioritize and manage own work flow
 - Remarkable ability to be polite at all times to co-workers and customers
 - Profound ability to undertake other relevant duties as may be reasonably required for the benefit of the company and the team effort
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Awards and Affiliations:

Illinois Drill Team Association, Member
The Technology Association of Maine, Member

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