

**Profile Summary**

Experience working in fast-paced environments demanding strong organizational, technical, and interpersonal skills. Committed to the public customer services, confident and poised in interactions with individuals at all levels. Resourceful in completing projects; able to multi-task effectively.

**Capabilities Include :**

- Elementary Teacher
- Customer Service & Relations
- Communication Skills
- Warehouse
- Mechanical Assembler
- Administrative Support
- Office Equipment Operation
- Microsoft Office Processing
- Maintenance
- Ship Leader
- Supervisory / Management
- Filing & Data Archiving
- Typing and Internet Applications
- Driver
- Quality Control, Cost savings

**Experience**

Northmont Schools, **Substitute Teacher For Elementary School** 09/2010 – 06/2011 Englewood, OH

- Plays a vital role in imparting and teaching lessons to young children efficiently and effectively.
  - Learn various tools and techniques of teaching to handle young children physical, emotional needs at appropriate time, schedule and organize fun related activities, creative artistic activities for individual activities and groups namely arts, and music, games which helps young children to bring out and spot special talents and develop it in the right stage and responsibility of monitoring and supervising children at all times

Census Bureau, **Enumerator** 03/2009 – 04/2010 Dayton, OH

- Planned work by reviewing assignment area to determine organization of neighborhoods and located households for conducting interviews, collect data, and maintained accurate, up-to-date confidential client files
- Assessed quality control levels on selected addresses, and determined which samples passed or failed

Labor Works, **Driver** 06/2008 – 10/2008 Dayton, OH

- Transported workers to job sites, supervised, and assisted with application process for new hires
- Answered phones, payroll, distribution of equipment and ensure high quality of customer service

Various services **Contract Worker** 10/2007- 04/2008 Dayton, OH

- Assisted a company in preparation for an audit, assessed needs for customers
- Trained for sales, provided supplies to customers, operated computer to update inventory

AK Steel, **Shipping Leader** 12/2006- 07/2007 Middletown, OH

- Shipped and received steel products on trucks and rail and ensured high quality of customer service
  - Directed crane operators assuring products were loaded and shipped on proper mode of transportation
  - Set shipping record for most rail cars loaded on 8 hours shift and ensured shipping doc. were generated and attached
  - Scanned all barcodes to specific orders and mode of transportation, OSHA training

Dayton- Phoenix Group, **Mechanical Assembler / Shipping Clerk** 03/2006 – 07/2006 Dayton, OH

- Assembled and shipped locomotive motors, fans and used computer system, quality control
- Packaged and distributed equipment, service parts, read and interpreted blueprints to use correct parts for assembly
- Used various gages and tools to complete work

Riverside Staffing, **Renovation Work** 12/2005- 01/2006 Cincinnati, OH

- Performed renovation work at a building being renovated

Plastic Trim, **Injection Mold Technician / Quality Control Auditor** 05/1999-02 /2005 Beaver creek, OH

- Audited parts to meet all Automotive OEM's specifications and requirements using appropriate measurement devices, mics, and calipers. First piece inspection, trained employees, floater ( leadership )
- Operated injection mold presses, quality inspections, start-up, shut-down, maintained molds and inventory
- Forklift Certified and trained in Kaban, 5s, 6s, ISO, perfect attendance awards, saved company \$1000's by preventing defective parts from going to customers

**Education**

