**Joe Jobseeker**

1123 Any Street joejobs@email.com

Milwaukee, WI 53202 414-123-4567

**Skilled Assembler / Machine Operator**

Safety-conscious, highly productive skilled assembler and machine operator with extensive experience in high-quality, custom manufacturing.

* **Exceptional quality of work, with consistent history of producing top quality work quickly**
* **Outstanding safety record operating light tools and forklifts**
* **Effective communication skills demonstrated through positive interactions with supervisors, vendors, and customers**

**Experience**

Pemberton, INC Milwaukee, WI

*Skilled Assembly*  6/2011 – present

* Assembled high quality, custom office chairs, radio chassis, vehicle seats for manufacturer with $3M in annual sales
* Maintained excellent quality standards while performing meticulous, detailed work with pneumatic tools, drill presses, and hand tools
* Operated computerized inventory system to track parts and finished product, ensuring appropriate inventory levels
* Safely operated forklift with 100% safety rating while loading and unloading trucks
* Assured quality product by performing final inspection before shipment to end customer using visual inspection, micrometers, and following QA protocols
* Maintained exceptional attendance record, going above and beyond normal duties to ensure work was accomplished

Great Lakes Company Chicago, IL

*Forklift Operator*  1/1997 – 6/2011

* Safely operated forklift through daily unloading of trucks and deposit in proper inventory position for small equipment manufacturer
* Maintained proper item location through use of computer entry system with near 100% accuracy

**Education & Training**

Waterford High School Waterford, WI

Diploma

Certified Forklift Operator

Trained in safe operation of light tools

State of Wisconsin Class C Commercial Driver’s License