**First Name Last Name**   
City, State | Phone number | email

**SUMMARY OF QUALIFICATIONS**

* Established over ten years in warehouse and machine operations
* Strong leadership and communication skills developed through shift leader experience
* Demonstrated troubleshooting skills and mechanical aptitude

**PROFESSIONAL EXPERIENCE   
Production Worker** May 20XX- November 20XX  
*General Motors* Kansas City, Kansas

* Inspected automotive parts to ensure quality control with strong attention to detail; reworked defective parts
* Trained employees to inspect parts, scan and label factory containers utilizing strong leadership and communication skills
* Efficiently and effectively managed multiple assembly line functions to exceed company production standards
* Entered manufacturer’s report data into computer system, captured daily output via email

**Production Worker** February 20XX- April 20XX  
*ABC Beef Company* Kansas City, Kansas

* Conducted quality checks for meat weight, measurement, and color
* Accurately label product boxes to ensure correct shipment information
* Followed sanitation cleaning requirements for personal equipment, hygiene, and production space

**Machine Operator**  June 20XX-January 20XX  
*123 Plastics*  Kansas City, Kansas

* Ensured efficiency of line operations by communicating machine errors to shift lead supervisor
* Maintained machines by checking set-up prior to beginning production
* Monitored machine operations to maintain production standards; collected and compared product samples for quality control each hour
* Demonstrated quick learning ability for identifying damaged products
* Served on company safety committee to ensure all employees followed OSHA safety requirements

**Shift Leader** March 20XX- May 20XX  
*Fareway Market* Kansas City, Missouri

* Resolved customer complaints using excellent problem-solving skills and customer service
* Collaborated with a team of 4 to operate store location; trained new employees to follow store policies
* Followed established cashiering policies, closing store with over $3,000 per shift in deposits
* Communicated effectively with customers in-person and over the phone
* Utilized basic math skills to prepare the cash drawer for store opening and closing
* Promoted into shift-lead and keyholder position; operated store with minimal supervision

**EDUCATION**   
GED, Missouri Department of Elementary and Secondary Education May 20XX