

RICHARD

SUMMARY OF QUALICATIONS:

I excel in attention to detail, critical thinking, and demonstrate strong skill in understanding and working with mechanical concepts

SKILLS:

- 60 WPM with 100% accuracy
- Strong data entry & 10 key skills
- Excellent attendance record
- Attention to detail
- Excellent organizational skills
- Quick learner with computer software and programs
- Mult-tasker

PROFESSIONAL EXPERIENCE:

Production Worker, Berry Global

04/2019 – present

Lawrence, KS

- Packages, plastics products,
- Monitors quality product
- Follows shipping Procedures
- Safety Protocols

Courtesy Clerk, Dillons

08/2016 – 6/2018

Lawrence, KS

- Did Customer Service
- Bagged grocery
- Collected carts
- Stocked returns

Stockroom Clerk, KU/Ekdahl Dining Commons

8/2013 – 6/2016

Lawrence, KS

- Unloaded truck for deliveries
- Cleaned stockroom
- Inventory in the stockroom
- Pulled products for use in the dining areas

EDUCATION:

Johnson County Community College, Associate of Arts Degree,

Free State High School