

Steven M. Craton

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PROFILE

- Strong customer service experience and focus
- Fast, efficient, very quick study
- Highly motivated, energetic individual with an excellent work ethic, who thrives in a fast-paced environment
- Flexible, adaptable
- Well-spoken, with a professional demeanor
- Outgoing, level-headed, with the ability to use humor to successfully defuse and resolve issues

PROFESSIONAL EXPERIENCE

08/13 to 09/13	Everett's Foods Cashier, customer service, stocking, sanitation
04/13 to 08/13	Part-time, self-employment – Various roles Supplementing full-time study with part-time, retail work
07/11 to 05/12 02/13 to 04/13	Boston Scientific (Prostaff), Maple Grove, MN Medical assembly of base catheters, laser welding, heavy machinery maintenance Inventory tracking, product inspection and handling of non-conforming material. Accomplishments: Selected to join a workplace organization team. Led project to develop a centralized monitoring tool to track and document unit adherence to FDA regulations.
10/12 to 02/13	Video Production Assistant Assisted local videographer with set-up of video production sites.
07/12 to 10/12	Medtronic (Indrotec), Brooklyn Center, MN Medical assembly of lithium ion batteries used in various medical devices. Inventory management, quality control/inspection/testing, measuring equipment and packaging.
09/08 to 01/11	Blockbuster, Maple Grove, MN Customer service, in-store sales, cashiering, stocking, inventory, security watch
10/07 to 05/08	Party City, Maple Grove, MN Customer service, cashiering, stocking, balloon counter, display creation (decorate/take down) store displays
04/07 to 09/07	Arby's, Maple Grove, MN Customer service, food preparation and handling, cashiering, drive-thru, disassembly and cleaning of equipment

TRAINING & EDUCATION

Education

- Sierra College, *degree in progress*
- Osseo Senior High School, 2009
- Youth Improve Performance Troupe, Brave New Workshop