

Tina Swafford

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Highlights of Qualifications

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Trained to operate a printing press, offset printing press, photocopier, and platemaker.
- Prioritize safety procedures when handling machinery.
- Motivated, hardworking, quick learner and honest.

Experience

Laundry Attendant

1995-2014

PIA-Dry Cleaning

- Sorted and counted articles removed from dryers, and fold, wrapped, or hung them.
- Inspected soiled articles to determine sources of stains, to locate color imperfections, and to identify items requiring special treatment.
- Cleaned machine filters, and lubricated equipment.

Mechanic

1997-2014

PIA

- Rebuilt and maintained small engines including lawn mowers and golf carts.
- Reassembled engines after repair or maintenance work was complete.
- Performed routine maintenance such as cleaning and oiling parts, honing cylinders, and tuning ignition systems.

Printing Press Operator

1997-2014

PIA- Graphic Arts

- Produced vinyl lettering, books and tablets.
- Determine size and arrangement of illustrative material and copy, and select style and size of type.
- Examine job orders to determine quantities to be printed, stock specifications, colors, or special printing instructions.
- Clean ink fountains, plates, or printing unit cylinders when press runs are completed.

Warehouse Worker

1997-2012

PIA- Warehouse

- Trained and previously licensed to operate a forklift.
- Sorted cargo before loading and unloading.
- Maintained equipment storage areas to ensure that inventory is protected.
- Maintained machine equipment including a sheet machine and industrial dryer.

Education and Training

High School Diploma

Elk Grove Adult School

Sacramento, CA

1994

G.E.D.

Madera Adult School

Madera, CA

1997

References are available upon request