

Michael Swenk

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PROFILE

- Able to take inventory, write clearly, and operate vehicles
- Familiar with hand tools, able to follow rules, listen to others
- Patient, quick learner, punctual and considered a team player
- Ambitious, honest and hardworking and experienced working in fast pace environments

EXPERIENCE

Food Service

- Wash dishes, glassware, flatware, pots, or pans, using dishwashers or by hand
- Maintain kitchen work areas, equipment, or utensils in clean and orderly condition
- Place clean dishes, utensils, or cooking equipment in storage areas

Warehouse

- Receive and count stock items, and record data manually or using computer
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards
- Verify inventory computations by comparing them to physical counts; investigate discrepancies or errors
- Store items in an orderly, accessible manner in warehouses, tool rooms, supply rooms, or other areas

Machine Operations

- Load work pieces, plastic material into machines
- Cleaned machines before loading and purging
- Set and adjust machine controls according to product specifications
- Performed tasks in a certain time frame and skilled in meeting deadlines

Janitorial

- Service, clean, or supply restrooms and gather and empty trash
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming and all basic duties

Assembly

- Perform quality checks on products and parts
- Package finished products and prepare them for shipment
- Rotate through all the tasks required in a particular production process
- Shovel, sweep, or otherwise clean work areas and stocked merchandise

EDUCATION

- GED: Grove City, Pennsylvania 1987