

# Raymond Ramirez

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## Summary

Motivated and determined individual with proficiency in office services, communication, and working with hands. Independent worker that works well in a team environment and individually. Reliable and honest with the drive to learn new abilities.

## Highlights

- Leadership Experience
- Straight Forward
- Trained in electronics
- Learn quickly
- Multi-tasker
- Able stand for long periods of time
- Efficient
- Diligent

## Experience

### Lead Disciplinary Clerk

- Write incident reports for approval
- Responsible for updating rosters
- Responsible for temperature reports
- Transcribe meetings into official reports
- Other tasks as assigned

### Kitchen worker

- Mixing chemicals according to guidelines
- Follow safety regulations and standards for utilizing chemicals
- Following best safety practices
- Cooking and preparing meals

### Sewing Machine Operator

- Sewed pants as a textile worker
- Learned multiple operations for different products
- Followed proper machine use protocol

### Metal Fabricator

- Working with heavy machinery
- Following safety regulations and guidelines
- Worked with fork lifts
- Managed paint and other chemicals
- Worked within the welding department
- Assisted in shipping materials

## Certifications:

NCCER Certified as of December 2015