

Jolene M. Williams

Objective

Position where experience and training may be fully applied. Seeking employment affording opportunities for continuing professional challenge and personal growth.

Summary of Qualifications

- Career reflects record of steadily increasing accountability, challenge and recognition
- Experience operating a variety of heavy equipment: fork lifts, flatbeds and overhead hoist, lift truck platform trucks and order pickers
- Proven strengths in monitoring quality of high production factory processes
- Highly disciplined in adhering to county, state and corporate safety procedures
- Readily establish positive and professional rapport among management, co-workers and public
- Excellent communication skills, able to work effectively with diverse individuals
- Work well independently and under pressure of deadlines

Professional Skills

Heavy Equipment & Basic Tools Operator

- Certified forklift, flatbed and overhead hoist operator
- Able to operate lift trucks, platform trucks and order pickers
- Proficient with basic hand tools and power tools

Factory Production and Quality Skills

- Fully knowledgeable and skilled at press plate operations in Formica laminates
- Able to maintain continuous inventories for materials required for production operations
- Capable of monitoring production line to maintain optimal workflow and efficiency
- Received recognition for accident-free career and exemplary performance

Computer Skills

- Keyboarding skills: 51 words per minute at 98% accuracy
- Formally trained in and proficient with Microsoft Office Programs, Internet and Email

Operational Performance & Peer Trainer

- Frequently selected as exemplar for time studies
- Capable and willing to train newly assigned department personnel

Employment History

1993 – 2007	Plate Worker	Formica Corp., Rocklin, CA
1989 – 1992	Press Plate Service Worker	Formica Corp., Rocklin, CA
1983 – 1988	Press Run Assembler & Separator	Formica Corp., Rocklin, CA
1977 – 1982	Filler/Print & Trans Collator	Formica Corp., Rocklin, CA

Education

Oct 2008	Administrative Assistant II	OSC Computer Training, Sacramento, CA
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