

# Michael M. Williams

## Objective

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Seeking an entry-level position as a Graphics Designer or Web Developer.

## Professional Skills

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### Web, Graphics & Computer Skills

- Formally trained in Graphics Design tools: Adobe Photoshop, InDesign, Illustrator
- Formally trained in Web Development tools: Adobe Dreamweaver, Flash
- Proficient with Microsoft Office (Word, Excel, Access, PowerPoint)

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### Factory Production and Quality Skills

- Recognized for production efficiency and exemplary performance in time studies
- Able to maintain continuous inventories for materials required for production operations
- Fully knowledgeable and skilled at press plate operations in Formica laminates
- Capable of monitoring production line to maintain optimal workflow and efficiency

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### Team Communication Skills

- Capable and willing to train newly assigned department personnel
- Team leadership and negotiation skills
- Participated in Safety review committees to help reduce work-related injuries

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### Heavy Equipment & Basic Tools Operator

- Certified forklift, flatbed and overhead hoist operator
- Able to operate lift trucks, platform trucks and order pickers
- Highly skilled at using heavy equipment, machine grinders & buffers, trim/panel saws and trim/sand machines and press machines
- Capable of performing preventative maintenance on equipment, including, cleaning, adjusting and minor repairs

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### Education / Certifications

Oct 2008	Desktop Publishing / Web	OSC Computer Training, Sacramento, CA
July 2007	Certified Forklift Operator	Cal-OSHA

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### Employment History

1995 – 2007	Plate Machine Operator	Formica Corp., Rocklin, CA
1984 – 1995	Set-Up, Press & Finish Operator	Formica Corp., Rocklin, CA
1979 – 1984	Saw Operator	Formica Corp., Rocklin, CA
1974 – 1979	Trim/Sand Line Operator	Formica Corp., Rocklin, CA