**Frank Bishop**  
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908-789-9865

**Summary**

Dependable Machine Operator experienced in pallet jack, forklift, and hand cart use. Worked for five years in a warehouse setting while maintaining perfect attendance. Seeking employment in a warehouse performing packaging or forklift driving.

**Work Experience**

**May/2014-June/2017- Barton Industries - Indianapolis, Indiana**

**Responsibilities**:

* Completed safety inspection prior to machine start-up.
* Drilled holes into oven doors.
* Followed operation standards to maintain quality.
* Worked mandatory and voluntary overtime including twelve hour shifts.
* Wrote quality and production reports.

**Achievements**:

* Awarded "Quality Award" for detecting defects before shipping to customer.
* Promoted to trainer for new hires within six months of employment.
* Helped adjust operation standards in order to obtain a shorter cycle time.

**January/2012-May/2014 - Rogers Enterprises - Indianapolis, Indiana**

**Responsibilities:**

* Operated forklift and pallet jack to move materials across warehouse.
* Inspected brake parts to make sure they met safety standards.
* Kept machines clean.
* Used screw gun to assemble breaks.

**Achievements**:

* Learned all stations on the assembly line within six months of hire .
* Wrote and implemented a plan to address safety concern with the operation of one of the machines.

**Education and Academic Training**

Certification - Conner Wilson Forklift Training Institute, Indianapolis, Indiana, 2014;  
Diploma - Kent Wayne High School, Columbus, Ohio, 2012;

**Job Related Skills**

* Able to consistently meet production goals;
* Maintain a clean work space;
* Capable of working with hand tools, motorized vehicles, and quality tools;
* Provide punctual and accurate work for my employer;

**General Skills**

* Ability to communicate with a variety of personalities;
* Efficient in reading written instructions and following verbal instructions;
* Effective time management skills;
* Calm under pressure while striving to meet production deadlines;