**Machine Operator Resume Sample 1**

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**A. Summary**

Dependable machine operator experienced in operating a pallet jack, forklift, and hand cart. Worked for five years in a warehouse setting while maintaining perfect attendance. Resourceful and hard-working, seeking employment in a warehouse performing packaging or forklift driving, where I can expand my skill set.

**B. Working 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.
* Maintained an organized work area.
* Set up machinery, like joiners, shapers, and lathes.
* Followed diagrams, blueprints, and drawings to complete tasks.

**Achievements**:

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

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

**Responsibilities:**

* Operated forklift and pallet jack to move materials across the warehouse.
* Inspected brake parts to make sure they met safety standards.
* Kept machines clean.
* Used screw gun to assemble breaks.
* Assessed the products to make sure they fit the quality and dimension standards.
* Kept inventories of the materials used.
* Inspected exhaust systems.

**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.
* Created a booklet for new hires to learn from.

**C. Education and Academic Training**

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

**D. Job Related Skills**

* Able to consistently meet production goals;
* Maintain a clean workspace;
* Capable of working with hand tools, motorized vehicles, and quality tools;
* Provide punctual and accurate work for my employer;
* Knowledge of tools, mechanics, and repair procedures;
* Knowledge of quality control;
* Skilled in calculating measurements;

**E. General Skills**

* Ability to communicate with people with diverse personalities;
* Efficient in reading written instructions and following verbal instructions;
* Effective time management skills;
* Calm under pressure while striving to meet production deadlines;
* Efficient and hard-working;