

THOMAS CLARK

Address ▪ Contact Number ▪ Email Address

SUMMARY OF QUALIFICATIONS

Highly astute, energetic, and team-spirited individual, with proven ability of working in a fast-paced environment. Enthusiastic, creative, and willing to carry out higher responsibility; proficient in handling issues/problems concerning customer relations. Excellent Web and Graphic designing skills and well-developed communication skills. Analytical, resourceful, and problem solver who works well under pressure and thrives in an atmosphere of challenge. Trustworthy, reliable, and possess strong work ethics and professional foundation of challenge. Results-oriented professional skilled in establishing and maintaining positive relationships at all organizational levels.

PROFESSIONAL EXPERIENCE

Invacare Corporation ▪ Elyria, Ohio ▪ 1996-Present

QUALITY INSPECTOR • Returns Department • 2007-Present

- Conduct inspection on products acquired
- Generate work procedures with screenshots utilizing Microsoft Word and Microsoft Excel
- Perform data entry utilizing Oracle in entering quality results
- Create charts and warranty reports
- Lead meetings with vendors and deal with warranty issues that generates over 600,000 dollars annually

SHIPPING AND RECEIVING • Distribution Center • 2006-2007

- Supervised shipping, receiving, loading, and unloading of merchandise
- Accomplished and labeled LTL and UPS orders
- Monitored and distributed orders; handled task to shipping and receiving employees
- Maintained and controlled inventory of all merchandise in distribution center
- Performed duties as Tow Motor Operator

FOAM TECHNICIAN / MACHINE OPERATOR • 2002-2006

- Performed troubleshooting of foam and transferring to molds for seating production
- Managed production scheduling for the production line on seating
- Calculated Foam Molding and created spreadsheet in Microsoft Excel

Paint Department • 1999-2002

- Supervised tracking, unloading, and painting of parts for production line
- Served as Job setter for materials needed for line production

Plating Department • 1996-1999

- Oversaw Chemical Maintenance by cleaning and adding chemicals to solution tanks

EDUCATION

LORAIN COUNTY COMMUNITY COLLEGE ▪ ELYRIA, OH: (IN PROGRESS)

Courses Completed:

- A+ Certification Preparation I and II
- Computer Diagnostics and repair
- Network Installation and Diagnostics
- Advanced Computer and Printers Diagnostics and Repair

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ADVANCE WEB DESIGN CERTIFICATION ▪ SESSIONS – ONLINE SCHOOL OF ART AND DESIGN (IN PROGRESS)

Courses Completed:

- Color Theory
- HTML Basics
- Flash Basics
- Photoshop Basics
- Flash Experience Design
- Flash ActionScript Programming
- Introduction to Web Design
- Fundamentals of Typography
- Information Design
- Photoshop Advance
- Flash Web Site Design
- DreamWeaver I
- Design and Composition
- Web Design I
- XHTML / CSS Essentials
- Flash Animation

TECHNICAL SKILLS

Programming

- Basics: PHP, JavaScript, Flash (ActionScript)

Software

- Microsoft Operating Systems Windows 9x, Windows 2000, Windows XP, Windows Vista, Windows NT 4.0, Windows 2000 Server
- Microsoft Office 2007
- Microsoft Visio
- Photoshop CS3 Extended, Illustrator CS3, GoLive CS3, Dreamweaver CS3, Flash CS3 Professional, Bridge CS3, Fireworks CS3 and Audition 2.0
- Lotus Notes
- Oracle
- PC and MAC Oriented

Hardware

- Computer Technology
- Computer Assembly, Upgrading, Repair and Troubleshooting
- Set up, Maintenance and Troubleshooting Ethernet (Cat5) and wireless networks