

Thomas Clark

📄 Complete Address 📞 Telephone Number ✉ E-mail Address

ASSEMBLER

MANUFACTURING PROCEDURES | INVENTORY CONTROL | PROGRAM COORDINATION | PROCUREMENT
SCHEDULING | PROJECT MANAGEMENT | PRODUCTION AND ASSEMBLY

Experienced, detail-oriented, and results-driven individual with broad based knowledge of production, manufacturing, quality assurance, and warehousing. Recognized for effectiveness in executing policies and procedures to optimize competence without affecting personal integrity. Competent of working efficiently in both individual and collaborative environment while maintaining high-quality work performance. **Forklift certified.**

NOTABLE ACCOMPLISHMENTS

- Collaborated with the engineers in developing manufacturing processes manual containing topics about product assembly, inspection, and testing
- Selected to be a research and development team member to work closely with technologists and engineers on product testing
- Recognized for having zero paperwork errors
- Received Soaring Beyond Certificate from Pro Staff Temp services for outstanding performance and commitment to work

PROFESSIONAL EXPERIENCE

Production and Quality Assurance

- Utilized solid understanding of general manufacturing processes, as well as completed and submitted required documentation in timely manner
- Performed multiple assembly and inspection operations, including laser and manifold bonding; marker band placing and swaging; measuring and inspecting using microscopes, micrometers, calipers, and rulers; packaging; hydrophilic coating; and high pressure leak testing to maintain product flow, quality, and work schedule
- Demonstrated skill to operate equipment required to accomplish job assignment
- Ensured that assignments were completed in compliance to established safety policies, procedures, and work instructions
- Maintained good housekeeping and cleaned work areas in assigned work sites
- Consistently met production standards on specific assignments within reasonable time

Team Supervision and Development

- Trained new operators on all facets of the operations and facilitated performance optimization

Business Management and Operations

- Performed overall corporate procedures and responsibilities, such as preparing catalogs, negotiating and closing sales, and calculating company revenue
- Effectively managed all aspects of sales process, from the first contact to contract closing

Interpersonal Relations

- Maintained high level of integrity and professionalism when dealing with clients and other staff
- Built and cultivated long-term relations with all levels of the management

EMPLOYMENT HISTORY

MEDICAL ASSEMBLER ▪ Pro Staff Temp Services ▪ EV3, Plymouth, MN	2008-Present
MEDICAL ASSEMBLER ▪ Boston Scientific, Maple Grove / Plymouth, MN	2007-2008
MEDICAL ASSEMBLER ▪ Masterson Personnel, St. Cloud, MN	2005-2006
SELF EMPLOYED ▪ SMC, St. Cloud, MN	2004-2005