

Mary Ann Jones

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GENERAL LABOUR | MANUFACTURING | PRODUCTION

CORE QUALIFICATIONS

- More than 3 years' experience in Magna working as a manufacturing specialist
- Safety Conscious; obtained health and safety certificate in 2018
- Effective in problem solving methods to analyze issues impacting internal quality, productivity and overall equipment efficiency
- Excellent with follow-up and attention to detail
- Background in managing direct transportation planning and programs
- Able to work independently and lead a team
- Strong organizational skills and multi-tasking skills

PROFESSIONAL SKILLS AND EXPERIENCE

SUPERVISION AND MAINTENANCE

- Machine set up, cleanup, assisted in filling up and maintaining machine coolant levels
- Assisting with storage of materials and small parts in our warehouse (putting away shipments and machined parts)
- Assist in cleaning and general maintenance of the production room area
- Maintain a clean and clutter free work area
- Work in a proficient and timely manner to reach daily assigned goals and targets
- Responsible for performing production duties such as manual lifting, packaging, taping, labeling and sorting/pricing

GENERAL LABOUR

- Experience in various general labour roles including grinding, deburring, lifting, carrying, moving, loading/unloading machines
- Casemaking: lifted boxes of product and placed on skids according to customer specification; labeled cases and ensured they were sealed correctly
- Responsible for knowing finishing lockout procedures
- Perform sub-assemblies in accordance with instructions provided (i.e. work instructions/pack lists/ODS)
- Proven ability to read and interpret Operational Detail sheets and work instructions
- Assisted other operators as required in order to meet shift targets and maintain productivity
- Ability to work shifts on a rotating basis

SKILLS AND EXPERIENCE CONT'D

PHYSICAL DEMANDS

- Manufacturing Environment: ability to lift up to 50lbs frequently, stand for long periods of time and engage in frequent repetitive activity requiring manual dexterity/fine motor skills
- Hands on attitude
- Able to work in a physically demanding environment in vastly different temperatures and environments
- Handled material between working stations or machines

KNOWLEDGE OF VARIOUS EQUIPMENT

- Excellent hand-eye co-ordination and manual dexterity for machine operation
- Experience with use of hand tools: hammer, punch, screwdriver, scissors, Allen keys, pliers
- Experience with use of machinery: arbor press, heat sealer and staking device

PERSONAL SUITABILITY AND ATTRIBUTES

- Obtain Enhanced Security Clearance from the Government of Canada
- Maintenance of secure and confidential company information
- Adherence to Colt Canada Corporation's policies and procedures
- Self-motivated and enthusiastic personality
- Punctual and dependable professional

EMPLOYMENT HISTORY

Manufacturing Specialist	Magna International, Toronto ON	2016-Present
Assembler	Guelph Manufacturing Group, Guelph ON	2012-2016
General Labourer	Cargill Limited, Guelph ON	2010-2012
Manufacturing Personnel	Mirage Windows, Kitchener ON	2007-2010

EDUCATION

Welding and Robotics Diploma , Conestoga College, Kitchener, ON	2015
Supply Chain and Logistics Management , Trios College, Kitchener, ON	2011