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 life 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, allan 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

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**EDUCATION**

**Welding and Robotics Diploma**, Conestoga College, Kitchener, ON 2015

**Supply Chain and Logistics Management**, Trios College, Kitchener, ON 2011