

Gina Malone

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SUMMARY OF QUALIFICATIONS

- Accomplished production worker with 10+ years of experience in manufacturing
 - Excellent general office skills, including reception and data entry
 - Computer literate in Microsoft Word, Internet and e-mail
 - Strong communicator; interact positively and respectfully with others
 - Highly organized, cooperative, and efficient employee
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PROFESSIONAL EXPERIENCE

Electronics Edge, Inc., Hoodtown, Oregon

2005-2016

Line Worker/Production Lead

- Promoted from Line Worker to Production Lead in electronic manufacturing plant
- Operated production machinery and computerized controls
- Increased shift production by 15%
- Maintained a clean and safe manufacturing environment

Finance Specialists, Inc., Dog River, Oregon

2003-2005

Receptionist

- Staffed front desk and phone lines for local mortgage company
- Provided respectful and attentive customer service to all clientele
- Maintained client database and e-mail correspondence

Wholesome Foods, Bridgewater, Oregon

1997-2003

Courtesy Clerk/Cashier

- Assisted customers by bagging and carrying groceries
- Operated cash register and provided accurate change
- Directed customers to products, sales and promotions

EDUCATION

Columbia Gorge Community College, The Dalles, OR
Associate's Degree in General Studies

Stratton High School, Stratton, CA
Diploma