**WILLIE WARHAWK**

(555) 555-5555 | [WarhawkW@uww.edu](mailto:WarhawkW@uww.edu) | Racine, WI

**EDUCATION**

University of Wisconsin-Whitewater Whitewater, WI

Bachelor of Applied Arts and Sciences December 2028

*Emphasis:* Leadership

*Certificate:* Effective Workplace Communication

Gateway Technical College Kenosha, WI

Associate of Arts May 2010

**WORK EXPERIENCE**

Lavelle IndustriesBurlington, WI

*Operations Manager*  February 2022 – Present

* Supervise a team of 15 plastic press operators and facilitate weekly meetings
* Train employees to safely and properly operate and monitor basic standards of plastic injection molding machines
* Conduct biannual reviews with supervisees and organize professional development opportunities to further employee growth and knowledge
* Store molded products in appropriate container such as totes or boxes while maintaining proper labeling of finished and work in process products

QuadWauwatosa, WI

*Fulfillment Lead* April 2011 – February 2022

* Oversaw the work of 5 fulfillment specialists, ensuring client orders were picked and packed promptly and accurately
* Interviewed, hired, and trained new employees as needed to keep up with fulfillment needs
* Reviewed customer orders, located and selected product from warehouse

McDonald’s Milwaukee, WI

*Crew Member Team Lead* January 2002 – April 2011

* Provided exceptional customer service in all interactions with guests, contributing to a positive restaurant experience
* Tracked and fulfilled food orders with efficiency using online system while maintaining accuracy of each order
* Trained and mentored new staff members throughout their first month on the job

**SKILLS**

* Proficient in Microsoft Word, Excel, and PowerPoint
* Experience with Google Docs and Sheets