

WILLIE WARHAWK

(555) 555-5555 | WarhawkW@uww.edu | Racine, WI

EDUCATION

University of Wisconsin-Whitewater
Bachelor of Applied Arts and Sciences
Emphasis: Leadership
Certificate: Effective Workplace Communication

Whitewater, WI
December 2028

Gateway Technical College
Associate of Arts

Kenosha, WI
May 2010

WORK EXPERIENCE

Lavelle Industries
Operations Manager

Burlington, WI
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

Quad
Fulfillment Lead

Wauwatosa, WI
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
Crew Member Team Lead

Milwaukee, WI
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