

Otissare Mosley

Jeffersonville, IN 47130

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502-435-7248

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Quality Inspector

DELACO KASLE PROCESSING - Jeffersonville, IN

January 2018 to November 2018

Check Steel and Aluminum parts to make sure there isn't any defects in the material. Gauge, measure, check dimple depth and location for the accurate readings of material to make sure the material is ready to package and ship to Ford.

Machine Operator/Assembler

Autoneum - Jeffersonville, IN

December 2017 to February 2018

Load and Unload Machine With Carpet Parts. (Ford, GM, Or Lincoln) Rears department put clips into to carpet mark clips, pull the strings, and send to safe launch. Fronts department put 4 clips into the carpet mark clips, pull the strings, send to press conveyor. Press conveyor puts the foot petal onto the carpet and puts a label on the carpet with f check letting the end of the assembly line know that it was the final checked. Cross trained for all departments.

Inventory Specialist

RGIS Inventory Specialists - Decatur, IL

August 2017 to November 2017

inventory software, ordering supplies, counting store products, keeping the stockroom clean and organized, shipping items, unloading deliveries, and comparing sales records with the physical inventory. Part-time evening job.

Machine Operator

Cim-Tek Filtration - Bement, IL

April 2014 to November 2017

Set up machine equipment. Change material rolls for new orders. Operate machine, clip pleat packs. Glue pleat packs. Stock and organize machine equipment.

CSP/Receptionist

H & R Block - Decatur, IL

January 2014 to April 2017

Greeting Customers, marketing, making appointments, scanning, copying and filing confidential tax documents, cash register operations, cash drawer reconciliations, making bank deposits, office clean, answering phones, making greetings, thank you, and reminder calls.

Environmental Specialist

Homewood Suites by Hilton - Forsyth, IL

June 2015 to January 2017

Cleaning and maintaining the rooms and premises in and around the hotel. Surface cleaning, Sweeping, waxing, and polishing floors, emptying waste baskets, vacuuming, laundry, and changing linen cleaning kitchens and bathrooms within the hotel.

Delivery Driver

Pizza Hut - Forsyth, IL

July 2014 to August 2016

perform pre-trip examination of the vehicle, pack pizza's and related products and deliver to customer's place. Collect cash and coupons from customers and receive signature with necessary verification of ID from credit card account, drive personal vehicle to deliver customer orders in time, promote pizza products, distribute door hangers and promotional materials, prepare products, wash dishes, operate pizza oven, sweep floors, carry out closing task per company standards.

Education

High school or equivalent in General Studies

Eisenhower High School - Decatur, IL

August 2009 to March 2013

Skills

Sewing Machine, Inspection, Quality Inspector, QA, Micrometer