

# Amber Landers

Dike, TX

[amberlanders82@gmail.com](mailto:amberlanders82@gmail.com)

## Work Experience

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### **Assistant Store Manager**

Goodwill Industries of Northeast Texas - Sulphur Springs, TX

February 2019 to January 2021

- Assist with new hire and employee paperwork and files
- Updating files
- Filing receipts
- Training employees
- Safety meetings and drills
- Familiar with I-9
- Answering phone calls
- Assisting others with their questions and concerns
- Documenting employee time
- Scheduling
- Maintaining accurate production counts
- Ordering supplies
- Maintaining Inventory
- Receiving merchandise
- Monitor employees
- Responsible for money handling and bank deposits
- Changing register drawer and daily sales reports.
- Sending and Answering emails

### **Quality Inspector/Fabricator**

Henderson Controls, Inc. - Lockhart, TX

May 2018 to January 2019

- Ability to read and understand blueprints
- Ability to read tape measure
- Build headers from prints
- Monitor and maintain quality of products being built on production floor

### **SMT Operator**

Onshore Resources - Lockhart, TX

June 2016 to March 2018

- Operating and maintenance of screen printer, chip shooter and ip3
- Programming software and equipment
- Maintaining MSDS book
- Touch up lead and lead-free solder
- Testing
- Cable assemblies

- Cutting and stripping wires
- Building from prints

### **Embroidery Machine Operator**

Creations by Joyce - Sulphur Springs, TX  
June 2008 to January 2013

- Operating and maintenance of equipment
- Sales
- Designs and digitizing
- Receiving orders
- Customer service
- Assisting with questions
- Silk screening
- Heat press
- Vinyl
- Programming equipment

### Education

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#### **High school diploma or GED**

Sulphur Springs High School - Sulphur Springs, TX  
February 2019 to January 2021

### Skills

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- Dependable and hard working. Professional and organized. (10+ years)
- Digitization
- Screen Printing
- Surface Mount Technology
- Blueprint Reading
- Quality Inspection
- Customer service
- Store Management Experience
- Fabrication
- Quality Control
- Assembly