

James Bell

Losantville, IN 47354

jamesmbelljr99@gmail.com

(765)760-6363

Work Experience

Extrusion Operator

DIAMOND PLASTICS CORPORATION-Muncie, IN

April 2024 to November 2024

As a pipe Extrusion operator these were my key duties and responsibilities:

1. Machine Operation:

- Machine setup to produce pipes of various sizes and materials.
- Monitoring the machines operations to ensure quality.
- Adjustment of machine settings as needed to maintain product quality.

1. Quality Control:

- Conduct regular inspections of the extruded pipes to ensure they meet quality standards.
- Perform tests and measurements on products to verify compliance with specifications. To include using Micrometers, Calipers and Diameter tapes.
- Identify and report any defects or inconsistencies in the products.

1. Maintenance:

- Perform routine maintenance and cleaning of extrusion machines and related equipment.
- Troubleshoot and resolve minor mechanical issues to minimize downtime.
- Coordinate with maintenance personnel for more complex repairs and maintenance tasks.

1. Documentation:

- Maintain accurate records of production data, including quantities produced, machine settings, and any issues encountered.
- Complete production reports and other required documentation in a timely manner.

1. Safety and Compliance:

- Follow all safety protocols and guidelines to ensure a safe working environment.
- Comply with company policies and procedures, as well as industry regulations and standards.

Warehouse Picker/Loader

PepsiCo-Muncie, IN

June 2021 to March 2024

As an order selector and loader my main role was to pick and load customer orders in the warehouse. I had to use equipment like forklifts and pallet jacks to move products safely and efficiently. It was important to pay close attention to detail to ensure accurate order fulfillment and pallet placement on the truck.

Line Crew Member

Muncie Aviation Company-Muncie, IN

June 2020 to June 2021

As a member of the line team I was responsible for parking any and all incoming aircrafts. Alongside that it was my job to fuel, tow, unload/load luggage if necessary and provide overall good customer service to our clients and guests. Another one of my duties was to detail aircrafts on occasion. Inside and out.

Department Manager

Rural King-Muncie, IN
May 2019 to June 2020

As a department manager I am responsible of all operations involving; incoming orders, outgoing shipments, scanning inventory, ordering livestock, managing my part time employees and pulling freight via forklift or pallet jack.

Backroom Lead

Sears Roebuck and co-Muncie, IN
June 2017 to July 2018

As a member of the Store Support team and backroom lead I handled shipping and receiving on a regular basis. Every week we receive a shipment that follows a strict unloading time frame.

If we fail to meet the deadline its simple. We don't go home until the task at hand is complete. Other job tasks I have to do include; interacting with customers who are there to pick up / return merchandise in a professional manner and Meeting with the truck drivers to make sure all of our load is accounted for. Alongside these duties I had to oversee my part and full time employees and keep their training up to date.

Crew Trainer

McDonald's-Hartford City, IN
March 2016 to March 2017

As a Crew Trainer at McDonald's, my main responsibilities included; Training new employees, Testing employees on Standard Occupational Classifications and knowing how to do every single position within the company.

Education

DIPLOMA

DELTA HIGH SCHOOL

Skills

- Customer Service
- Stocking
- Cash Handling
- Organizational Skills
- Management
- Pallet Jack
- Order Picking
- Shipping & Receiving
- Warehouse Experience
- Order Picker
- Materials Handling
- Forklift

- Load & Unload
- Merchandising
- Inventory Control
- Shift Management
- Warehouse Distribution Experience

Certifications and Licenses

Forklift Certification