

# Ruth Arlaayea Borsay

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## Experience

Whirlpool, Amana, IA – *Assembler*

June 2013 – august/21/2018

Product assembler in a fast-paced, industrial manufacturer of home appliances. Determined assembly and installation sequence of products; performed various finishing operations, including final assembly. Work intensely tested problem-solving and cooperative skills, time and pace management; ability to work for prolonged periods with no managerial oversight.

Methwick, Cedar Rapids, IA – *Server*

March 2011 – 2012

Food server at a local nursing home. Worked closely with the kitchen staff and housing personnel to facilitate meals for our residents in a courteous, hospitable and efficient manner. Maintained a thorough knowledge of the menu in order to satisfy diners' needs and requests; performed all wait-staff functions from recording guest orders to resetting tables, as well as maintaining the cleanliness and order of the dining area.

Ruffalo Cody, Cedar Rapids, IA – *Telemarketer*

Oct. 2012 – Dec. 2012

Assisted the company in obtaining customer information in a pleasant and courteous manner, overcoming customer objections and alleviating concerns. Met productivity goals through clear and professional communication, and exceptional customer service skills in a high-pressure call-center environment.

Burger King, Cedar Rapids, IA – *Cashier*

July 2009 – October 2009

Held a cashier position as a high school student. Represented the company in a position with high customer exposure; duties included: cash handling, drawer accounting and resolving customer complaints.

## Education

Kennedy High School, Cedar Rapids, IA – 2011 GED

## Technical Skills

Microsoft Office Suite

## Professional Summary

I am a well-experienced, courteous individual who has been in the working world since I was in high school. I have held my current job position for almost four years and am now looking for a new challenge, one that will put to use my unique skill set. My diversified work experience has developed skills and talents which have taught me how to adapt quickly and easily. I am able to work independently and without much oversight or direction, but still remain comfortable working as part of a team or assuming a position of leadership. I strive to not only meet productivity goals, but to be a positive influence in any workplace.