



## Kellogg College

### Course Cover Sheet

#### M-CAM Training Area:

☐ CNC/Machining ☐ Multi-Skilled/Mechatronics ☒ Production Operation ☐ Welding/Fabrications

#### Program(s): Kellogg Advanced Manufacturing Assembly (KAMA)

#### Course: TRIN 88Z Shop Mathematics

**Course Description:** Participants attending this course will learn to effectively and efficiently perform simple math operations. This course will provide the student with information necessary for the development of these skills and abilities as they apply to basic shop math. Students will be able to apply knowledge of whole numbers and their functions, fractions, decimals and measurement in a work place setting.

**Date Created:** 4/14/14

**Faculty Developer(s)/Instructional Designers(s):** N/A

**Employer/Industry Partner:** Denso, TRMI, II Stanley

**College Contact:** Levi Good

**Phone:** 269-565-2828

**Email:** GoodL@kellogg.edu

#### Additional Information/Comments:

#### Instructional Materials:

Final Shop Math test

**Book used:** **Basic Shop Math Learner's Guide**, Technicomp, A Division of Excel Partnership, Inc.

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## **Shop Mathematics**

<b>Course Number:</b>	TRIN 88Z
<b>Credits:</b>	1 credit
<b>Semester:</b>	Spring 2017 KAMA
<b>Start and End Dates:</b>	January 30 – February 10, 2017
<b>Meeting Times/Dates:</b>	Times and days vary
<b>Location of Course:</b>	Regional Manufacturing Technology Center (RMTC) 405 Hill Brady Rd Battle Creek, MI 49037
<b>Instructor:</b>	Robert O'Connor
<b>KCC Staff Email Address:</b>	oconnorr@kellogg.edu
<b>Instructor Phone Number:</b>	269-660-5360 (Lisa Larson)
<b>Instructor Office &amp; Mailbox Location:</b>	RMTC
<b>Course Description:</b>	Participants attending this course will learn to effectively and efficiently perform simple math operations. This course will provide the student with information necessary for the development of these skills and abilities as they apply to basic shop math. Students will be able to apply knowledge of whole numbers and their functions, fractions, decimals and measurement in a work place setting.
<b>Prerequisites:</b>	N/A
<b>Textbook(s):</b>	Provided by Instructor
<b>Learner Supplies:</b>	None; calculator and measuring devices and instruments will be provided by the college
<b>General Education:</b>	N/A; this course is not a General Education course.



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**Occupational Program or Accreditation Standards:**

N/A

**Course Competencies:**

1. Ability to use a tape measure, micrometer caliper and / or volumetric scales
2. Apply basic math functions to solve workplace problems
3. Add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals.
4. Compute percentage, rate, ratio, decimal without the use of a calculator

**Mode of Instruction:**

This course will incorporate a variety of learning experiences. Lectures, class discussions, large and small group work, and oral and written assignments will be used to enhance and reinforce readings and course content. Videos and hands-on learning activities may also be used to support textbook theory and practice.



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**Assignments:**

Competency	Assignment	Description	Possible Points
1,2,3,4,5	Class work Attitude Participation	Problems given on handout or by projector. Book sections 1-1, 3-1. Extra practice worksheet problems if time permits.	3
7,8, 18	Class work Attitude Participation	Problems given on handout or by projector. Book sections 1-2, 1-3, Extra practice worksheet problems if time permits.	3
9, 18	Class work Attitude Participation	Problems given on handout or by projector. Book sections 2-1, 2-2. Extra practice worksheet problems if time permits.	3
10, 18	Class work Attitude Participation	Problems given on handout or by projector. Book sections 2-3. Extra practice worksheet problems if time permits.	3
11, 18	Class work Attitude Participation	Problems given on handout or by projector. Book sections 3-2, 3-3, 3-5. Extra practice worksheet problems if time permits.	3
12, 13, 14, 15, 18	Class work Attitude Participation	Problems given on handout or by projector. Book sections 3-4, Unit 4. Extra practice worksheet problems if time permits	3
Review All	Class work Attitude Participation	Problems given on handout or by projector. Extra practice worksheet problems if time permits. Complete any undone book material.	3
1 through 18 Test	Class work Attitude Participation	Review: Extra practice worksheet problems if time permits Final Test.	3 100

**Curriculum:**

- 1. Recognize and identify whole numbers, integers, and rational numbers.**
- 2. Identify place value in whole and decimal numbers.**
- 3. Read and write numbers from a word description.**
- 4. Write in words the number given a whole or decimal number**
- 5. Round numbers to a given place value or fractional value.**
- 6. Convert numbers from decimal form to fractional form and vice versa.**



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7. Add, subtract, multiply, and/or divide any combination of whole numbers and integers.
8. Use the order of operations rules to combine number expressions.
9. Add, subtract, multiply, and/or divide any combination of numbers in fractional form.
10. Add, subtract, multiply, and/or divide any combination of numbers in decimal form.
11. Convert ratios to percent representation.
12. Measure length using micrometers, Vernier calipers, rulers, and tape measures.
13. Identify measures that fall within a given tolerance of a given measure.
14. Determine an appropriate combination of gage block sizes to match a desired dimension.
15. Convert from ASE measures to metric measure and vice versa.
16. Calculate the average value of a set of numbers, data or measurements.
17. Calculate the range of a set of numbers, data or measurements.
18. Solve application problems involving the above skills.
19. Recognize and identify whole numbers, integers, and rational numbers.
20. Identify place value in whole and decimal numbers.

**Grade Determination:**

Test portion	Points Possible	Weight
Final Exam	100	100%
<b>TOTAL POINTS POSSIBLE →</b>	<b>100</b>	<b>100%</b>
Non-Test portion	Points Possible	Weight
In-Class Participation/attitude	12 - 1.5 pts/day	30%
Seat work	12 - 1.5 pts/day	30%
Attendance:	16 - 2 pts per day	40%
<b>TOTAL POINTS POSSIBLE →</b>	<b>40</b>	<b>100%</b>
<b>The number of non-test points possible will be dropped:</b>		
<b>Any class time is missed during a class period</b>	<b>Drop 1 pt</b>	



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At Least 15 minutes of class time is missed	Drop 2 pt	
At Least 30 minutes of class time is missed	Drop 3 pt	
At Least 45 minutes of class time is missed	Drop 4 pt	
At Least 60 minutes of class time is missed	Drop 5 pt	

**Grading Information:** In this course, you will earn a pass (P) or no-pass (N) grade. To get a credit for the course a student must satisfy each of the conditions for which they are given points as described below.

**Grading Chart:**

Grade	Explanation	Credit Awarded
P	Earned 70% or more of the total possible points on the test <u>and</u> earned 85% of the non-test total points possible.	Yes
N	Earned less than 70% of total possible points on the test <u>or</u> earned less than 75% of the total non-test points possible.	No

A “P” indicates you have passed the course and academic credit is earned for the course. This is equivalent to a “C” grade or better

To earn a “P” grade, you must earn at least 70% of the total possible points for available for the course

An “N” indicates that you have not passed the course and no academic credit is earned

You should be aware that an “N” grade on your academic record may jeopardize your ability to obtain federal financial aid or your ability to transfer, since many colleges and universities consider this grade a failure.

**Instructor Course Policies:**

Students are expected to be present, engaged in class discussions and activities, cooperate with instructor requests and use extra materials to practice the skills in the curriculum whenever time permits. If the instructor believes a student is not meeting course or program expectations, then the instructor will reach out to a Career Coach for intervention strategies. Any lack of participation during class time will result in a decrease in the potential points for that day.



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#### **Attendance:**

##### **1. KCC Required Statement:**

Regular attendance is an essential part of the educational experience and a requirement for an adequate evaluation of each student's academic progress. Excessive absence is reported to the Academic Advising department. An Advisor will reach out to students to discuss options for success. Continued absenteeism may lead to administration action. Faculty are required to report to the Financial Aid office students who have never attended class. Federal aid may be reduced if a student does not begin attendance in all classes. This includes online courses. For more information, please visit: <http://www.kellogg.edu/wp-content/uploads/2016/08/Handbook-2016-2017.pdf>.

##### **2. Department Specific Attendance Info:**

Attendance will be taken into consideration when grades are being determined. Points are assigned for attendance in the Grade Determination chart and will count toward your final grade.

If a student has excessive absences, the instructor will notify a Career Coaches to develop an appropriate action plan to mitigate or eliminate barriers causing the excessive absences.

#### **Drop/Add Procedures:**

Drop/Add procedural information may be found at: <http://www.kellogg.edu/catalog>. The drop/add dates for every course may be found on the KCC web site at: [www.kellogg.edu](http://www.kellogg.edu) follow the schedule link.

#### **Incomplete Grade and Additional Grading Policies:**

For information regarding additional grading policies, please visit the KCC catalog at: <http://www.kellogg.edu/catalog>.

#### **Disability Services:**

While ensuring the academic integrity of its programs, Kellogg Community College is dedicated to providing the reasonable accommodations needed to ensure equal access to educational opportunities for individuals with verified disabilities. Disability services are provided to students who self-disclose a disability to the Support Services Department and provide appropriate documentation. Support Services may be reached at 269.965.4150 or [supportservices@kellogg.edu](mailto:supportservices@kellogg.edu).

#### **Academic Integrity Policies:**



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Ethical conduct is the obligation of every member of the KCC community. Breaches of Academic integrity constitute serious breaches of ethical conduct. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. This policy demonstrates KCC's concern for academic integrity and guarantees a fair procedure for handling these concerns. Examples of unethical conduct include: cheating, fabrication, and plagiarism. For more information regarding KCC's Student Code of Conduct, please visit: <http://www.kellogg.edu/wp-content/uploads/2016/08/Handbook-2016-2017.pdf>.

### **Code of Conduct:**

Kellogg Community College students are expected to model the skills and behaviors of working professionals. This includes exhibiting behaviors which support respect and courtesy in the class environment. For more information regarding KCC's Student Code of Conduct, please visit: <http://www.kellogg.edu/wp-content/uploads/2016/08/Handbook-2016-2017.pdf>.

An important part of this class is for students to show that they can be on time and stay on task during the entire class time. There may be times when the student knows how to easily do the work assigned and is able to complete it quickly. When this is the case, the student should go to additional materials that are provided to practice the course skills further.

Students will not be allowed to use any battery or solar powered technology ( phones, calculators, watches with calculating ability, etc...) during this class.

Students must be engaged in the assigned classroom activities or other approved activity.

Students should be willing to work with others for mutual benefit during non-testing classroom activities.

Students who need to use the phone for any reason must step into the hallway to do so and are expected to not miss more than a few minutes of class.

Students are expected to arrive at class with all the materials that are necessary to do the work during class including paper, pen, book and whatever else is appropriate.

Students are expected to ask questions when they have them by raising their hand and waiting to be recognized.

Whenever a student completes a task assigned during class, they are expected to find additional problems to work upon from the materials the teacher will provide.

### **Safe and Successful Campus Environment:**





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KCC is dedicated to providing a safe environment which is conducive to success for all students. When staff notice that a student is struggling emotionally, intellectually, or behaviorally with classroom expectations, they may notify the appropriate personnel on campus to intervene and provide assistance to that student. Academic assistance is available in The Bridge and through Academic Advising; personal counseling is also available in Support Services.

Students whose behavior suggests they are struggling may also be contacted by the KCC Director of Student Relations or by KCC Public Safety. If students have safety concerns about others' behavior in class or on campus, those students are encouraged to discuss their concerns with KCC Public Safety directly.

#### **Academic Support Services:**

Kellogg Community College is committed to your academic success. If for any reason a student is struggling with a class, speak to the Professor immediately. They are the best resource. Additional resources available include The Bridge (<http://www.kellogg.edu/services/the-bridge/>) and Support Services (<http://www.kellogg.edu/services/student-support-services/>).

#### **Honors Contract Information:**

Honors contracts are a way for students to turn any college-level KCC course into an honors course, giving them the flexibility to take ownership over learning. At the beginning of the semester, with instructor approval, a student may work with the instructor to develop a unique honors project beyond the course syllabus. Once the honors project is clearly defined and the student's project has been approved by the instructor, the student works independently on that project during the semester and may seek support from the instructor as needed; then, at the end of the semester, when the student successfully completes the honors project as outlined in the contract **and** earns at least a B+ in the course, the student will earn honors designation on their transcript. To download the honors contract and learn more about the Honors Program, please visit <http://www.kellogg.edu/academics/honors-program/>.

#### **Retain this Syllabus & Syllabus Disclaimer:**

This syllabus is a record of learning outcomes associated with this course. Many institutions will require a copy of this syllabus to grant transfer credit. It is the student's responsibility to retain a copy for future use.

Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, this syllabus should not be considered a contract between Kellogg Community College and any student, nor between the instructor and any student. The instructor reserves the right, acting within the policies and procedures of Kellogg Community College, to make changes in course content or instructional techniques without notice or obligation.



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**Use of Technology & Student Email Accounts:**

The College has a variety of computer systems which are provided for the use of students and are to be used for education, research, academic development, and public service only. You are responsible for seeing that the computing facilities are used in an effective, efficient, ethical, and lawful manner. Computer systems, such as e-mail, are intended for college related activities only. Inappropriate messages and/or materials are not to be sent or stored. For more information, visit the KCC web page at: [www.kellogg.edu](http://www.kellogg.edu).

**Textbook Statement:**

There are multiple choices for purchasing textbooks, including the Kellogg Community College bookstore ([www.kellogg.edu](http://www.kellogg.edu) - follow the on campus link to the bookstore). Please be advised that each student should fully investigate the refund policies of book retail stores, including the Kellogg Community College bookstore, PRIOR to purchasing a book for any course. When purchasing a book from the Kellogg Community College bookstore, students are encouraged not to break a textbook's binding, or open a book in shrink-wrap covering, prior to attending the first course session in order to verify that a correct book has been purchased. Students are advised to keep all receipts from book purchases.

**Service Learning Option:** Service learning is not an option for this course.

# Final Checkout INMT 20 010 –Basic Shop Math (Form 1 Adj)

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1. Circle each of the numbers below which is classified as a whole number.

2,609,117       $\frac{3}{4}$       7      0.42      0       $5\frac{1}{8}$       -6      12.5

2. Use the number 312,983.76521 to:

A) Give the digit in the indicated place value.

B) Round the number to the indicated place value.

A

B

Ten-thousands Place		
Hundredths Place		

3. State the following number using words.

90,256.048: \_\_\_\_\_

4. Write the number for the following:

**Two hundred thirty thousand, eight and four tenths.** \_\_\_\_\_

5.. Complete each calculation:

A)  $8,270 + 24,135$

B)  $16,042 - 5,374$

C)  $4290 \div 6$

D)  $382 \times 4$

A) \_\_\_\_\_

B) \_\_\_\_\_

C) \_\_\_\_\_

D) \_\_\_\_\_

E)  $126.86 + 75.9$

F)  $92.6 - 4.275$

G)  $82.5 \times 2.13$

H)  $7.625 \div 0.25$

E) \_\_\_\_\_

F) \_\_\_\_\_

G) \_\_\_\_\_

H) \_\_\_\_\_

# Final Checkout INMT 20 010 –Basic Shop Math (Form 1 Adj)

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6. **Find the solution to each question:**

- A. During the first four days of the week a machine operator produced 990 parts, 985 parts, 1001 parts and 1082 parts. What is the total number of parts produced by the operator during the four days?

\_\_\_\_\_

- B. For the week the operator's goal is to produce 5,000 parts, how many more parts must the operator make on the fifth day to reach this goal?

\_\_\_\_\_

7. Evaluate each expression.

A)  $24 - 4 \times 5 + 8 \div 2$  = \_\_\_\_\_ B)  $48 - 12 \div 2 \times 3 + 6$  = \_\_\_\_\_

8. Convert each of the following numbers to a **proper fraction, whole number, or mixed number** in **LOWEST terms**.

A)  $\frac{60}{72}$

B)  $\frac{11}{4}$

C)  $\frac{33}{9}$

A) \_\_\_\_\_

B) \_\_\_\_\_

C) \_\_\_\_\_

9. Tolerances

Calculate the high and low limits for the dimensions given. Then determine if the part is acceptable or not.

Question	Dimension ( cm )	Low Limit ( cm )	High Limit ( cm )	Measured Value ( cm )	Acceptable? (Yes or No)
14.	$2.000 \pm 0.003$			1.9997	
15.	$1.572 \begin{matrix} + 0.002 \\ - 0.005 \end{matrix}$			1.575	

# Final Checkout INMT 20 010 –Basic Shop Math (Form 1 Adj)

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10. Identify the following numbers as **improper fractions**, **proper fractions** or **mixed numbers**:

a. $\frac{3}{4}$		b. $\frac{35}{8}$		c. $10\frac{11}{16}$	
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11. Complete each calculation (give each answer in **lowest terms**):

A)  $\frac{3}{10} + \frac{7}{10}$

B)  $\frac{9}{16} - \frac{1}{16}$

C)  $\frac{2}{3} \times \frac{4}{5}$

D)  $\frac{3}{4} \div \frac{8}{9}$

A) \_\_\_\_\_

B) \_\_\_\_\_

C) \_\_\_\_\_

D) \_\_\_\_\_

E)  $1\frac{1}{9} \times 2\frac{2}{5}$

F)  $8\frac{1}{4} - 2\frac{5}{6}$

G)  $2\frac{5}{8} \div 6$

H)  $10\frac{3}{4} + 1\frac{3}{16}$

E) \_\_\_\_\_

F) \_\_\_\_\_

G) \_\_\_\_\_

H) \_\_\_\_\_

12. A carpenter cuts  $15\frac{3}{16}$  inches off from stock that is  $48\frac{1}{2}$  inches long. How long is the remaining stock?  
\_\_\_\_\_

13. The fuel gage on a vehicle shows that the fuel tank is  $\frac{3}{8}$  full. That manual show that the tank can hold up to 12 gallons of fuel. How many gallons of fuel are in the tank?  
\_\_\_\_\_

# Final Checkout INMT 20 010 –Basic Shop Math (Form 1 Adj)

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14. The cost of running a machine that reworks parts is approximately \$65.38 per hour. By the end of the week the machine has run a total of 102.6 hours. What was the approximate cost of running the machine for the week ? ( to the nearest cent)
- \_\_\_\_\_

15. You have a basket of parts that weight 107.84 pounds. The basket itself weighs 13.6 pounds and each part weighs 1.52 pounds. How many parts are in the basket?
- \_\_\_\_\_

16. Change 5.025 to a mixed number. \_\_\_\_\_ 17. Change  $4\frac{5}{16}$  to a decimal form. \_\_\_\_\_

18. Write the percentage that matches each number.

- A). 0.8124 \_\_\_\_\_ B).  $\frac{5}{8}$  \_\_\_\_\_

19. Measure the distance between the vertical lines using inches. \_\_\_\_\_



## Conversion Tables

1 mile = 5280 feet  
1 mile = 1720 yds  
1 mile  $\approx$  1.609 km

1 inch = 25.4 mm  
1 inch = 2.54 cm  
1 inch = 0.0254 m

1 mm  $\approx$  .03937 inches  
1 cm  $\approx$  0.3937 inches  
1 m  $\approx$  39.4 inches

20. Convert 12 inches to centimeters
- \_\_\_\_\_

21. Convert 20.5 cm to inches
- \_\_\_\_\_

### Subject Matter Expert (SME) Course Review Summary

**College:** Kellogg Community College

**M-CAM Training Area:** ☐ CNC/Machining ☐ Multi-Skilled/Mechatronics ☒ Production Operation ☐ Welding/Fabrication

**Degree Program Name:** KAMA

**Title of Course:** Math (TRIN 882)

**Subject Matter Expert (SME) Reviewer Information**

**Name:** Stephanie Garcia

**Title:** Human Resources/Administration Manager

**Phone:** 269-962-9697 Ext. 103

**Email:** sgarcia@astbc.com

**Organization/Affiliation:** Advanced Special Tools Inc.

**Attach Resume or provide credentials (showing years of experience and work experience that is relevant to course content):**

**Synopsis of Findings:** In basic manufacturing environments individuals are typically responsible for part count, cycle time, scrap count which require basic math skills.

This course is key for manufacturing training.

Reviewers Signature

Stephanie Garcia

Date:

1/31/17

**Michigan Coalition for Advanced Manufacturing  
Subject Matter Expert Course Review**

1. Course Overview and Objectives	Exceptional	Satisfactory	Ineffective
The goals and purpose of the course is clearly stated.	X		
Prerequisites and/or any required competencies are clearly stated.	X		
Learning objectives are specific and well-defined.	X		
Learning objectives describe outcomes that are measurable.	X		
Outcomes align to occupational focus (industry skills and standards).	X		
Comments or recommendations:			
2. Material and Resources	Exceptional	Satisfactory	Ineffective
The instructional materials contribute to the achievement of the course learning objectives.	X		
The materials and resources meet/reflect current industry practices and standards.	X		
The instructional materials provide options for a variety of learning styles.	X		
Resources and materials are cited appropriately. If applicable, license information is provided.	X		
Comments or recommendations:			
3. Learning Activities	Exceptional	Satisfactory	Ineffective
Provide opportunities for interaction and active learning.	X		
Help understand fundamental concepts, and build skills useful outside of the learning object.	X		
Activities are linked to current industry practices and standards.	X		
Comments or recommendations:			



**Michigan Coalition for Advanced Manufacturing  
Subject Matter Expert Course Review**

4. Assessment Tools/Criteria for Evaluation	Exceptional	Satisfactory	Ineffective
The course evaluation criteria/course grading policy is stated clearly on syllabus.	X		
Measure stated learning objectives and link to industry standards.	X		
Align with course activities and resources.	X		
Include specific criteria for evaluation of student work and participation.	X		
Comments and recommendations:			
5. Equipment/Technology	Exceptional	Satisfactory	Ineffective
Meets industry standards and needs.	X		
Supports the course learning objectives.	X		
Provides students with easy access to the technologies required in the course/module.	X		
Comments and recommendations:			

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

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# Stephanie Garcia

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[garcias49076@yahoo.com](mailto:garcias49076@yahoo.com)

## Objective

Optimist with a penchant for providing exceptional customer service and talent for building relationships, seeks to provide proven exceptional administrative support to your team.

## Employment

**Advanced Special Tools, Inc. – Battle Creek, MI**  
*Human Resources / Administration Manager*

**1/2011- Present**

Responsibilities include: Team support, assist with accounts payable, accounts receivable, purchase orders, E2 software, attendance tracking, job entry, document control, accurate data entry. New hire orientations, interviews, employee issues, FMLA tracking, worker's compensation, handbook revisions, handbook implementation, payroll, evaluations, HR compliance.

**Spherion Staffing – Battle Creek, MI**  
*Tier II Staffing @ Kellogg Company*

**9/2010- 1/2011**

Communicate with employees and Hiring Managers providing excellent customer service. Responsibilities include: processing tickets through the CRM Management System • SAP software • email correspondence • answer Staffing incoming calls through myHR • job offer recommendations • background, mvr and drug screening analysis.

**Olivet City Hall - Olivet, MI**  
*Deputy Clerk/Treasurer*

**2/2008- 9/2010**

Forge relationships with constituents and guests by providing exceptional customer service with speed and accuracy. Responsible for a variety of administrative duties including: bookkeeping of taxes • ensuring accurate bank deposits • utility billing • tracking election requirements/updates • processing payroll • document control • screening employment applications • de-escalate tense situations with calm and poise.

**Pyper Products Corporation - Battle Creek, MI**  
*HR Generalist*

**1/2001- 1/2008**

Delivered critical administrative team support and vital customer service to internal and external customers. Responsibilities include: assist HR Manager with administrative and personnel needs, applying and adhering to applicable regulations • conduct new hire orientations • conduct annual safety courses • accurate payroll & timecard management • worker compensation case management • maintaining up-to-date records on Material Safety Data Sheets required by MIOSHA • HR database and documentation management • utilizing exceptional typing and multi-tasking skills.

**Great Lakes Molding, Inc. - Galesburg, MI**  
*Engineering / ISO Coordinator*

**5/2000 - 1/2001**

Supported team by delivering exceptional customer service and quick and accurate data entry. Responsibilities include: data entry with great speed and accuracy • scheduling maintenance requests • documentation control • time line creation and mold inventory.

**Koyo Corporation - Battle Creek, MI**  
*Engineering & Quality Clerk*

**5/1994 - 6/1999**

Built relationships with other department personnel to ensure fluid and productive environment. Responsibilities included: quick and accurate data entry • documentation creation and control • tracking tooling inventory • creating purchase orders.

## **Education**

Spring Arbor University - Battle Creek, MI - Currently Attending

Kellogg Community College - Battle Creek, MI (1991-2004)

**Skills / Software Knowledge:** Excellent Microsoft Excel, Access, Word & Powerpoint; Keyboarding; Dominion; ADP; Paychex; E2: Staff Files Pro.