

Keisha Morgan

Assembly Operator

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SUMMARY

Assembly operator with 2 years on an HVAC coil line, running tube expanders and leak testing stations at 300+ coils a shift. Works with hand tools and power tools, uses basic math to verify fin counts and tube lengths, and brings attention to detail and clear communication to every shift handoff.

EXPERIENCE

Assembly Operator 10/2024 – Present
Upstate Climate Components Greenville, SC

Builds evaporator and condenser coils for residential HVAC systems.

- Operate tube expander and helium leak testing stations, producing 320 evaporator coils per shift.
- Change over fixtures and tooling for 5 coil sizes in under 15 minutes using hand tools.
- Perform quality inspection of braze joints and fins, holding first-pass yield at 98.7% against a 97% target.
- Record shift output and leak results on the line terminal with zero entry errors in 9 months.

Sales Associate 06/2023 – 09/2024
Piedmont Hardware Supply Greenville, SC

Part-time role at a neighborhood hardware store.

- Advised 150+ customers per weekend shift on fasteners, tools and repair parts.
- Assembled grills and display fixtures with power tools for the sales floor, finishing 40 units a season.
- Balanced the cash drawer to the cent on 95% of shifts over 15 months.

SKILLS

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|----------------------|-----------------------|-----------------------|
| • Hand Tools | • Basic Math | • Attention to Detail |
| • Power Tools | • Mechanical Aptitude | • Communication |
| • Leak Testing | • Manual Dexterity | |
| • Quality Inspection | • Computer Skills | |

EDUCATION

High School Diploma 05/2023
J. L. Mann High School Greenville, SC

CERTIFICATES

OSHA 10-Hour General Industry 12/2024
OSHA Training Institute Education Center