

JESSICA CLAIRE

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Summary

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

Skills

- Production target management
- Inventory coordination
- Quality control
- Schedule oversight
- Project management
- Quality assurance expertise
- Workflow Optimization
- Records administration
- Productivity improvement specialist
- Quality assurance controls
- Process improvement strategies
- Multi-unit operations management
- Continuous improvements

Experience

Production Supervisor, 06/2017 to 07/2022

Huhtamaki Us – Marion, IN

- Delegated tasks to employees and monitored accurate and timely completion of tasks to meet project milestones.
- Monitored equipment, checked supplies and coordinated manpower to meet expected demand.
- Established and updated production schedules to meet changing demands.
- Conducted performance reviews to identify and rectify areas for skill improvement.
- Reviewed individual employee performance to correct issues and enhance productivity.
- Maintained top-notch quality control standards and eliminated downtime to maximize revenue.
- Recommended and implemented measures to improve production methods and quality of products.
- Issued work orders for repairs to plan maintenance of equipment, machinery and vehicles.
- Promoted employee safety awareness based on understanding of regulatory mandates and organizational best practices.
- Provided input for performance reviews and identified areas for additional improvement.
- Monitored staff training and output to meet compliance, productivity and revenue goals.
- Monitored manufacturing variances to achieve quality improvement while resolving product process and equipment problems.
- Planned production operations while establishing priorities and sequences for manufacturing processes.
- Researched issues and negotiated with vendors and suppliers to improve processes and reduce unnecessary costs.
- Supported safe and clean work environment by educating and directing personnel on use of control points, equipment and resources.

Agricultural Equipment Assembly Lead , 06/2016 to 07/2017

U-Haul – Anchorage, AK

- Established and maintained clear production procedures, job roles and quality assurance guidelines.
- Assessed work for errors or compliance issues and made corrections and modifications.
- Inserted and positioned materials and clamped, spliced and fitted parts using hand and power tools.
- Retrieved correct materials from product inventory to perform various fabrication duties.
- Improved knowledge and productivity through continuous education and learning from foreman and senior assemblers.
- Promoted worksite safety by explaining and enforcing OSHA requirements.
- Read and interpreted schematics and drawings for accurate results.
- Assembled machinery from component parts, following prescribed instructions to support correct configurations.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Demonstrated leadership by making improvements to work processes and helping to train others.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.
- Improved operations by working with team members and customers to find workable solutions.

Trailer Mechanic, 07/2012 to 06/2014

Asrc Federal Holding Company – Emmitsburg, MD

- Conducted troubleshooting of brakes and other system issues.
- Diagnosed electrical problems and implemented repair solutions.
- Installed new body panels, rails and corners.
- Produced hand-made parts and accurately welded different metals to connect frames, bodywork and system components.
- Optimized brake systems by adjusting and replacing components.
- Completed in-depth inspections of vehicle brakes, steering and other systems to check for safety and performance issues.
- Used manual and computer-assessed diagnostic devices to test equipment and determine repair needs.
- Installed accessories and non-OEM components to meet vehicle operator needs.
- Verified dimensions and clearances of parts to achieve conformance to factory specifications.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.
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- Demonstrated leadership by making improvements to work processes and helping to train others.

Heavy Equipment Mechanic, 03/2006 to 05/2009

GPS Inc/ Norfolk Southern Railroad – City, STATE

- Read and interpreted technical details such as schematics, manuals and drawings.
- Assessed equipment to determine cause of issue or malfunction and identified appropriate repairs.
- Kept accurate records of all machine and equipment repair work that had been performed.
- Disassembled equipment using hand tools and hoists to begin repair work.
- Worked in shop and at customer locations to handle heavy equipment repair, maintenance and commissioning needs.
- Focused on repairing equipment and worked on other brands, maintaining strong knowledge of issues and appropriate fixes.
- Diagnosed problems using testing equipment, technical knowledge and hand instruments.
- Confirmed safe operation, inspection and preventive maintenance of heavy machinery on job site.
- Operated equipment safely and efficiently at all times.
- Serviced and maintained vehicles and heavy equipment.
- Operated and maintained forklift truck safely and efficiently.
- Documented daily equipment inspections and submitted daily inspection forms to supervisor.
- Performed daily maintenance to machine cab and wheels.
- Monitored various gauges during vehicle operation and investigated and repaired abnormalities.
- Monitored vehicles that entered, unloaded and exited to maintain safe, efficient work area.
- Listened to warning alarms and responded accordingly.

Education and Training

GED: 06/1974

East Pennsboro Area Senior High School - Enola, PA

Paralegal Studies

San Francisco City College - San Francisco, CA