

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Resourceful and quick-thinking Miller with 6 years in warehouse and inventory management. Improves shipping and receiving efficiency and accuracy by applying strong leadership skills.

SKILLS

- Quality assurance
- Excellent hand-eye coordination
- Process improvements
- Deadline-driven
- Highly observant
- Active listener
 - Safety-oriented
 - Able to lift [50] pounds
 - Multi tasking
 - Boomtruck operation
 - Production procedures
 - Coupling and uncoupling
 - Current medical card
- Good communication skills
- Fast learner
- Power and hand tools
- Strong mechanical aptitude
- Certified Forklift Operator
- General building maintenance
- Efficient troubleshooter
- Troubleshooting
- Organized
- Mechanical Knowledge
- Team Training
- Production Scheduling
- Time Management
- Material handling
- Hard working and self-motivated
- Hazardous Materials Endorsement
- DOT regulations

WORK HISTORY

Miller, 2013 - 04/2015

Treehouse Foods – Works

- Responsible for achieving production requirements.
- Prepared and maintained production reports and personnel records.
- Reviewed processing schedules and production orders concerning inventory requirements, staffing requirements, work procedures and duty assignments, considering budgetary limitations and time constraints.
- Maintained necessary level of communications between shifts.
- Ensured that all health and safety guidelines were followed.
- Drove daily production activities with effective communication and leadership.
- Met aggressive production and safety goals while minimizing equipment downtime.
- Successfully managed production activities so all orders were shipped on time.
- Managed documentation of and training on production procedures and work instructions.
- Procured required manufacturing equipment and parts
- Work closely with QC staff to develop new test methods for raw materials.
- Quality Control
- Forklift Operation
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Laborer, 04/2009 - 2013

Department Of Health And Human Services – Aberdeen

- Cleaned and maintained the warehouse in compliance with OSHA safety standards.
- Stacked and stored pallets at the end of the shift to keep warehouse clean and organized.
- Loaded products weighing up to 100 pounds onto trailers for delivery.
- Maximized sales by shipping on time and accurately.
- Moved freight, stock and other materials to and from storage and production areas and loading docks.

Machinists mate, 07/2003 - 04/2007

United States Navy – City

- Retained tank levels and flow rates to meet water demand.
- Performed minor mechanical work and routine equipment maintenance.
- Applied caulk, sealants and other agents to installed surfaces.
- Consistently assumed additional responsibilities and worked extended hours to meet project deadlines.
- Maintained and repaired tools, equipment and machines.
- Referred to blueprints, repair manuals and parts catalogs to diagnose and repair equipment.
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- Installed machinery, equipment and new and replacement parts.
- Inspected drives, motors and belts.
- Lubricated shafts, bearings and machinery gears.
- Transferred tools, parts, equipment and supplies to and from work stations.
- Maintained necessary level of communications between shifts.
- Ensured that all health and safety guidelines were followed.
- Accurately read, understood, and carried out written instructions.
- Attended monthly safety meetings to ensure machine operation safety.
- Employed wide variety of hand and power tools including hoists, drills, precision measuring instruments and electronic testing devices.
- Followed company procedures to maintain work environment in a neat and orderly condition.
- Inspected machine parts for conformance to product specifications.
- Promoted shop safety by working in a safe manner.

EDUCATION

CDL A Composite Class Training : Commercial Drivers License Certificate, 2015

San Juan College - 907 South Hutton Farmington NM 87401

Certificate Commercial Drivers License Presidential Honors

High School Diploma: 2003

Shiprock High School - Shiprock High School Shiprock NM 87401

High School Diploma

NA: International Grains Program, NA

Kansas State University - Manhattan Kansas

International Grains Program Short Milling Course Certificate

HACCP Certificate