

JESSICA CLAIRE

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Professional Summary

Enthusiastic manufacturers facilities eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of Task and training in skill advanced . Motivated to learn, grow and excel in industrial environment .

Skills

- Verbal and communication
- Multitasking and Prioritization
- Courteous with Strong Service Mindset
- Creative Problem Solving
- Order and Refund Processing
- Issue and Complaint Resolution
- Inventory Management
- Proficiency in Microsoft Office and G Suite
- Excellent Attention to Detail
- Computer Advanced
- Billing Adjustments and Refunds
- Administrative and Office Support
- Regulatory Compliance
- Invoice Preparation
- Proactive Self-Starter
- Patient and Empathetic
- Membership Inquiries and Renewables
- Food hospitality's
- 3d printing physical one and tinker virtually printer
- Quality and Defect Control
- Stocking and Replenishing
- Order Fulfillment
- Cash Register Operations
- Problem Solving
- Heavy Lifting
- Shipping and Receiving
- Returns and Defective Items Processing
- Honesty and Integrity
- Friendly and Enthusiastic
- Critical Thinking
- Data Processing
- Decision Making
- Generating Reports and Spreadsheets
- Inspecting and Examining Merchandise
- Recordkeeping and Documentation
- Customer Service
- Reliable and Responsible
- Proficient in Microsoft Office
- Clerical Support
- Hand drawing
- Proficient in Technique
- Google Workspace
- Attention to Detail
- Quality assurance
- Fluent in auto inventory ,solidworks,tinkercad ,inventor desk 2.0 and include 3d printing

Work History

Received Vender Associate , 08/2021 to 03/2022

Taylor Corp – Pompano Beach, FL

- Resolved concerns with products or services to help with retention and drive sales.
- Adhered to company policies and scripts to consistently achieve call-time and quality standards.
- Collaborated with Job titles and Job titles to correct mistakes, track shipments and handle damage claims.
- Assisted team leaders by providing Timeframe status and performance reports to provide information on areas for improvement.
- Engaged in learning and development opportunities to promote continued performance improvement.
- Problem solvers on product suppliers from vendor s
- Damage and sort for return ,miship moreetc

Electrical Agricultural Robot Assembly , 03/2021 to 04/2021

Autonomous Pivot – City, STATE

- Trained new employees in assembly skills to improve team production levels.
- Produced at least Number products per hour by leveraging strong technical knowledge and electrical background to work quickly.
- Complied with OSHA, EPA, and Flex Energy housekeeping and safety rules to perform job requirements.
- Provided cross-training for other assemblers on techniques to improve product quality.
- Completed high-quality Type products with skilled assembly of systems, supports and connections.
- Collaborated with supervisors and engineers to review work activities for production problem resolution.
- Labeled components and monitored use to keep accurate records.
- Identified and corrected defects to bring completed products in line with tolerances.

Assembly Production Operator, 06/2021 to 07/2021

Coleman – City, STATE

- Conducted quality assurance inspections on finished components and identified issues.
- Prevented equipment jams or wasted materials by setting and verifying accurate parts clearances.
- Removed rough spots to enhance parts alignment and improve finishes.
- Competently installed foam insulation on tubing and controls.
- Planned and paced work efficiently in order to meet daily, weekly, project or production goals.
- Identified machinery malfunctions by performing troubleshooting tasks.

Electrical Welder Assemble Associate , 10/2020 to 01/2021

Martín Inter Connect Service – City, STATE

- Safely operated hand and power tools to complete repetitive tasks.
- Maintained maximum organization and productivity by properly sorting project components on work tables.
- Delivered troubleshooting assistance to Job titles to bring machines back to full functionality.
- Identified specific cables, connectors, fuses, circuit breakers and other electrical devices required for installation of monitoring systems and weapons detection systems.
- Proposed electrical product and system modifications to improve quality and efficiency.
- Monitored manufacturing operations of electrical devices for compliance with safety protocols.
- Created fielding design plans to install Type components into System.
- Validated small product and subsystem performance by performing analysis, simulation and laboratory testing.
- Created standardized manuals for maintenance and operating procedures.

Education

High School Diploma : None, 05/2016

East High School - Kansas City, MO

Technically Cerficiation: Pre -engineering , 04/2016

Manual Career Technical School - Kansas City, MO