

JESSICA CLAIRE

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SUMMARY

- Organized Material Handler skilled in safely and efficiently moving materials in high-volume warehouse environments. Strong knowledge of inventory management and shipping and receiving procedures. Ambitious and hardworking with 8 years of industry experience.
- Physically fit Laborer effective at completing difficult projects and tasks on schedule. Consistently follows through with all orders and instructions. Works well in a team setting.
- Effective Material Handler displaying excellent leadership skills and an unfailing work ethic. Highly adept in all areas of warehouse operations, including shipping and receiving documentation.
- Enthusiastic individual with superior skills in working in both team-based and independent capacities. Bringing strong work ethic and excellent organizational skills to any setting. Excited to begin new challenge with successful team.
- Results-oriented Forklift Driver skilled in operating a wide range of warehouse equipment in a safe and efficient manner.
- Enthusiastic equipment operations professional certified in forklifts. OSHA-trained and experienced in a range of settings.

SKILLS

- Inventory reporting
- BOL knowledge
- Production deadline management
- Sales
- Project organization
- Insurance billing
- Security systems
- Business operations
- MS Office
- CCTV
- RFI Scanners
- Stock allocation
- Loading and unloading protocols
- Power and hand tools
- Documentation ability
- Materials movement
- Machining and production standards
- Polishing work
- Equipment operation
- Hand and power tools
- Assembly procedures
- Social and digital media
- Preventive maintenance
- Tool repairs
- Equipment assembly
- Quality assurance standards
- Production positions
- Strategic account development and management

EXPERIENCE

- 03/2019 to 05/2020 **Material Handler**
Corbion – Tucker, GA
- Organized warehouse inventory in effective and efficient manner.
 - Sorted cargo for accurate shipment to target locations, preventing unnecessary delays and promoting productivity.
 - Palletized boxes for easy movement and shipment.
 - Coordinated incoming and outgoing shipments and placement of materials to facilitate movement in accordance with scheduling requirements.
 - Alerted purchasing team of shortages or damaged goods identified when unloading trucks.
 - Developed storage and space utilization plans in accordance with regulations for specific commodities and equipment.
 - Cleaned and removed debris from shipping and receiving sections to prevent accidents and keep areas clear.
 - Protected company inventory with well-organized and secure storage areas.
 - Packed merchandise into boxes and containers to prepare for safe shipment.
 - Gained complete understanding of duties and job tasks for each shift, prioritizing those requiring immediate completion.
 - Loaded completed orders on pallets according to delivery numbers.
 - Inspected [Number] packages per shift to determine any product or package damage.
 - Ordered and replaced warehouse supplies stock and hand tools.
 - Attached documents, such as PO receipts, packing slips and bill of lading to outbound shipments.
 - Assessed and produced bills of lading to set tariffs and shipping charges.
 - Transported more than [Number] [Type] items between storage and production areas each day.
 - Coordinated local, regional, national and global shipments through [Action] and [Action].
 - Disposed of debris and hazardous materials properly to avoid contaminating [Type] and [Type] products.
 - Managed a full range of warehousing activities including receiving, storing, selecting and shipping [Type] materials and equipment.
 - Performed repair work on [Type] equipment, notifying [Type] department of issues requiring more extensive repairs.
 - Recorded accurate unit quantities and entered data into inventory database to facilitate records maintenance.
 - Moved [Type] and [Type] items using [Type] equipment safely to prevent accidents and mishaps.
 - Used [Tool] and [Tool] to repair concrete areas, including unsafe curbs, gutters, sidewalks, driveways and roadways.
 - Used picks and shovels to dig, spread and level dirt and gravel.
 - Offered to assist [Job title] with [Type] duties during busy periods, which led to development of additional skills and improved productivity within warehouse.
 - Cleared aisles, swept floors and reorganized inventory to keep warehouse neat and remove obstacles.
 - Counted inventory stock each [Timeframe] and reported totals to [Job title] for auditing.
 - Communicated with teammates and supervisors about potential hazards and other issues to resolve together.
 - Responded to job-related inquiries from supervisor quickly and professionally and provided updates on anticipated task completion times.
 - Used trowels of various sizes and shapes to level and clear away excess concrete.
 - Directed warehouse team of [Number] associates in the management and processing of inventory.
 - Operated overhead lifts to move [Type] and [Type] work materials.
 - Built and disassembled scaffolds, bracing and barricades to assist in [Type] and [Type] construction activities.
 - Prepared over [Number] concrete and plaster mixtures per [Timeframe] to cover surfaces.
 - Prepared sites for concrete work by breaking up damaged concrete and leveling or contouring ground.
 - Transported material to correct locations and documented inventory changes.
 - Organized efficient daily work plans based on oral instructions and written directions to meet challenging objectives.
 - Monitored production deadlines and inventory allocation.
 - Received and assembled new equipment according to manufacturer instructions.
 - Resolved conveyor system issues by clearing jams and blockages.
 - Implemented plans for storage and arrangement of stock to determine warehouse configuration, setup, movement, rearrangement and traffic flow.
 - Unloaded cargo with mechanized equipment to enable receipt of pre-ordered inventory.
 - Managed warehouse staff to ensure top level productivity and shipment accuracy.
 - Planned for [Type] and [Type] construction projects by analyzing width and length of areas.
 - Braced, padded and supported shipments to prevent shifting and damage.
 - Ensured accountability for property under command.
 - Demonstrated knowledge of industry best practices and company protocols.
 - Operated equipment with focus on safety and efficiency.
 - Operated forklifts and pallet jacks to move, pick or put away products.
 - Maintained [Type] and [Type] equipment using troubleshooting methods to keep functional for all shifts.
 - Communicated with [Number] customers daily to convey information regarding shipping times, insurance and delivery costs.
- 09/2018 to 03/2019 **Skilled Tradesman**
University Of Arkansas – Marshall, TX
- Installed building structures such as windows, trim and cabinetry alone or with assistants to meet job deadlines.
 - Planned work based on blueprints and individual project specifications.
 - Worked effectively with clients to establish project scope and requirements, drafting and amending blueprints to reflect specifications.
 - Applied paneling to ceilings or walls to complete decorations or absorb sound.
 - Fabricated [Type], [Type] and [Type] structures using both raw and pre-constructed materials.
 - Protected flooring installations by covering subfloors with [Type] material to prevent moisture buildup.
 - Reviewed and analyzed blueprints and other technical drawings to establish full understanding of project requirements.
 - Promoted team safety by keeping work areas free of hazards.
 - Anchored and braced forms and other structures in place to complete precise joining and high-quality work.
 - Cut, shaped and smoothed lumber and other materials using [Type] and [Type] tools.
 - Shaped materials to exact measurements for job requirements using hand tools and power equipment.
 - Conducted thorough inspections of project locations to identify code issues and initiate needed repairs or maintenance.
 - Took accurate measurements to calculate size and amount of materials needed for project completion.
 - Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
 - Collaborated with others to discuss new [Type] opportunities.
 - Handled all delegated tasks, including [Task] and [Task].
 - Performed custodial duties to maintain facility interior by shampooing carpets, washing walls, waxing and stripping floors and dusting furniture and fixtures.
 - Maintained facility grounds by removing litter, mowing, trimming and treating grass areas.
 - Oversaw inventory management of tools and supplies to keep necessary materials on hand and available for completion of projects.
 - Implemented vehicle structure expertise to effectively remove and replace damaged components.
 - Inspected electrical components to identify defects and hazards and to make necessary adjustments.
 - Performed simple carpentry tasks, including installing shelves, hooks and closet rods to meet customer needs.
 - Removed snow from ground during winter months to maintain clear and safe walkways and streets.
 - Analyzed blueprints and schematics to finalize and perfect [Type] and [Type] projects.
 - Disassembled [Type] and [Type] machinery and equipment to remove parts and make repairs.
 - Fixed mechanical and [Type] malfunctions while delivering superior service to customers.
 - Worked with accounts department to prepare final invoices for settlements with insurance company.
 - Completed small to medium repairs, remodeling and [Type] home improvement projects.
 - Liaised with customers to explain repairs and present estimates.
 - Supervised all [Type] and [Type] projects successfully while efficiently completing [Type] and [Type] services.
 - Re-sprayed damaged areas to match original finish, utilizing spray guns to paint small areas and spray booth to finish large surface areas.
 - Trained [Number] new maintenance workers to perform repairs to lighting, heating and air conditioning units.
 - Monitored building security and safety by locking doors after operating hours and checking electrical appliances to prevent safety hazards.
 - Operated presses to realign structural components with various levels of damage.
 - Used brushes, rollers, spray equipment and paint to paint variety of interior and exterior surfaces.
 - Collected payments and answered questions from customers on work performed.
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 - Changed HVAC filters and cleaned condensation drains to perform preventative maintenance on HVAC systems.
- 02/2014 to 09/2018 **Agricultural Worker**
Scentsy – Lexington, KY
- Installed, cleaned and maintained irrigation equipment to maximize functionality.
 - Examined livestock for signs of injury and disease.
 - Removed roots, rocks and debris from field in preparation for planting.
 - Maintained accurate records for organic certification.
 - Placed rodent bait around trees to decrease pests.
 - Loaded and unloaded feed, chemicals and equipment from trucks.
 - Mulched and fertilized crops to improve yield.
 - Planted and watered seeds using hand watering and irrigation systems.
 - Pruned plants in greenhouse [Number] times per week.
 - Harvested and inspected crops by hand for quality purposes.
 - Operated tractor and other farm equipment to plow fields, dig ditches and move trees.
 - Picked fruits and vegetables on assigned plots and checked plants for signs of pest and disease.
 - Recognized by management for providing exceptional customer service.
 - Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
 - Delivered [Product or Service] to customer locations.
 - Earned reputation for good attendance and hard work.
 - Improved operations by working with team members and customers to find workable solutions.
 - Utilized [Type of Software] to compile data gathered from various sources.
 - Collaborated with others to discuss new [Type] opportunities.
 - Created agendas and communication materials for team meetings.
 - Achieved cost-savings by developing functional solutions to [Type] problems.
 - Completed [Type] project resulting in [Result].
 - Collaborated in development of [Type] procedures.
 - Learned [Task] and [Task] to support office needs.
 - Answered [Number] calls per [Timeframe] to answer customer questions.
 - Handled all delegated tasks, including [Task] and [Task].
 - Improved customer satisfaction by finding creative solutions to problems.
 - Provided excellent service and attention to customers when face-to-face or through phone conversations.
 - Performed site evaluations, customer surveys and team audits.
 - Maintained updated [Type] knowledge through [Task] and [Task].
- 09/2007 to 12/2009 **Installer**
R&D Industrial Insulation – City, STATE
- Satisfied customers with neat, efficient work and by consistently meeting planned deadlines.
 - Laid loose insulation materials into areas such as attics and took care to achieve complete and even results.
 - Worked effectively in different positions and at heights to lift rolls, reach spaces and place products.
 - Installed high-quality fiberglass insulation in new constructions.
 - Drove vehicle to job sites and organized supplies for crew members.
 - Prepared insulation and other materials prior to beginning each project, placing focus on efficiency and waste reduction.
 - Used blueprint knowledge to translate project requirements into shop drawings or written instructions to aid over [Number] crew members.
 - Installed required materials in supportive frameworks, including furnace casings, rain gutters, pipes, tubes and downspouts.
 - Trained [Number] technicians to consistently maintain and operate all equipment in safe and proper manner to avoid injuries.
 - Demonstrated thorough understanding of and skill for insulation preparation and installations.
 - Assembled and installed equipment such as ducts, control boxes, drainpipes and furnace casings.
 - Maintained equipment, making repairs and modifications to extend life of such tools.
 - Affixed insulation to exposed surfaces while working on scaffolding and ladders at heights up to [Number] feet.
 - Repaired, removed or applied insulation on industrial and mechanical equipment including heat exchangers, tanks and pumps.
 - Inspected components and assemblies to verify adherence to specifications and codes.
 - Utilized fabricating equipment to cut, bend and straighten sheet metal for insulation projects.
 - Contributed to project management duties, including assessing project scope and outlining requirements, leading to [Number]% increase in overall team productivity.
 - Suggested improvements to safety protocols through new training initiatives, resulting in [Number]% reduction in incidents.
 - Measured and marked dimensions of work materials and surfaces using various tools, including [Tool], [Tool] and [Tool].

EDUCATION AND TRAINING

- 08/2019 **High School Diploma**
Ozark Technical Community College - Springfield, MO
- 05/2008 **Basic Apprenticeship : Machine Tool Technology**
Lamar Area VoTech - Lamar, MO
- Completed continuing education in [Subject]
 - Completed professional development in [Subject]
 - Completed coursework in [Subject], [Subject] and [Subject]

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