Jeffrey Tyler McCaleb

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GitHub Profile | Tyler-McCaleb

EDUCATION

College of Science and Technology | **Major: Computer Science** | In Progress
Current GPA 3.972 | The University of Southern Mississippi Gulf Park, Long Beach, MS
Anticipated Graduation Date | May 2019

INFLUENTIAL CLASSES COMPLETED

CSC 307 | Data Structures
- Worked with how data is stored and different ways to manipulate that data.
  - Included work with the following: Arrays, Linked Lists, Binary Trees, Stacks, and Queues.

CSC 317 | Object Oriented Programming
- Learned concepts of object-oriented programming.
- Introduced to dynamics of group based design by way of semester long project.

WORK EXPERIENCE

Quality Assurance Document Control Specialist | GCP Laboratories
Gulfport, MS | May 2014 – Present
- Provide document revisions for employees.
- Provide proof reading for the Quality Assurance Manager.
- Manage server storage of current, archived, and obsolete documents.
- Keep track of expiration date of Standard Operating Procedures and provide documentation to affected departments for review.
- Issuance of requested forms and logs to employees, and keeping record of quantity, assigned number and date issued.
- Record information on retain samples of every lot of product produced and store the samples in a controlled area of the warehouse.
- Record information on single bottles from each lot of product produced and prepare them for shipment to the company's main office in New York.
- Creation of tools for data entry in the form of macros in Microsoft Word and formulas in Microsoft Excel.

Packaging Line Operator | GCP Laboratories
Gulfport, MS | May 2009 – May 2014
- Followed Standard Operating Procedures to package finished product in containers in preparation for shipment.
- Monitor packaging line for defects in product and report them for correction.
- Monitor packaging line equipment for errors and correct them to maintain production pace.