

# Timeika Kee

Cleveland, OH

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Authorized to work in the US for any employer

## Work Experience

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### **Quality Control Inspector/ Data Analyst**

Metro Décor - Glenwillow, OH

January 2023 to Present

- Read blueprints and specifications
- Monitor operations to ensure that they meet production standards
- Recommend adjustments to the assembly or production process
- Inspect, test, or measure materials
- Operate electronic inspection equipment and software
- Accept or reject finished items
- Remove all products and materials that fail to meet specifications
- Report inspection and test data inspected
- Using automated tools to extract data from primary and secondary sources
- Removing corrupted data and fixing coding errors and related problems
- Developing and maintaining databases, and data systems – reorganizing data in a readable format
- Performing analysis to assess the quality and meaning of data
- Filter Data by reviewing reports and performance indicators to identify and correct code problems
- Using statistical tools to identify, analyze, and interpret patterns and trends in complex data sets could be helpful for the diagnosis and prediction
- Assigning numerical value to essential business functions so that business performance can be assessed and compared over periods of time.
- Analyzing local, national, and global trends that impact both the organization and the industry
- Preparing reports for the management stating trends, patterns, and predictions using relevant data
- Working with programmers, engineers, and management heads to identify process improvement opportunities, propose system modifications, and devise data governance strategies.
- Preparing final analysis reports for the stakeholders to understand the data-analysis steps, enabling them to take important decisions based on various facts and trends.

### **Information Systems Technician**

McCarthy, Burgess & Wolff, Inc - Bedford Hts, OH

May 2019 to Present

- Engage in all phases of development lifecycle which includes gathering and analyzing user/business system requirements, developing solutions, performing testing, and deploying changes into production (applications/databases)
- Utilize established development tools, guidelines and conventions
- Troubleshoot system issues of applications post-deployment.

- Enhance existing systems by analyzing business objectives, preparing an action plan and identify areas for modification.
- Ability to extract and transform data into information essential to the business.
- Collaborate with business to gather requirements and turn those requirements into a functional specification/design.
- Create documentation.
- Reads, comprehends and adheres to the Fair Debt Collections Practices Act (FDCPA).
- Reads, comprehends, and adheres to any and all applicable International Organization for Standardization (ISO) policies.

## **Quality Assurance Administrative Assistant/Inspector**

Jergens, Inc - Cleveland, OH

September 2015 to May 2019

### **Responsibilities**

- Maintained detailed administrative and procedural processes to improve accuracy and efficiency.
- Verified and logged in deadlines for responding to daily inquiries.
- Created databases and spreadsheets to improve inventory management and reporting accuracy.
- Developed more efficient filing systems and customer database protocols.
- Directly supported QA Manager in managing operation work flow.
- Proficient in ISO knowledge
- Interprets engineering drawings, schematic diagrams, or formulas and confers with management or engineering staff to determine quality standards.
- Perform First Article Inspections

### **Skills Used**

Problem resolution

Deadline-oriented

Microsoft Office

Spreadsheet development

Report analysis

Staff motivation

Inventory systems

## **Operations Manager**

Connections in Ohio - Lakewood, OH

April 2014 to August 2015

### **Responsibilities**

Work In The Homes With My Team To Provide Direct Care/supported Living Services To The Consumers. Following A Specific Individual Service Plan For Each Consumer.

- Mentoring A Team Of 15-20 Direct Care Staff
- Conduct Trainings For New And Veteran Direct Care Staff.
- Scheduling And Maintaining Overtime
- Processing Payroll
- Attend Administrative Meetings
- Arranged And Organized A Detailed Calendar Showcasing All Meetings, Travel Plans, Business Events And Social Events
- Handled Requests For Office And Employee Expenditures

## **Manager**

AVI Foodsystems, Inc - Warren, OH

August 2010 to March 2014

### **Responsibilities**

- Plans, Organizes, And Directs The Work Of Cooks, And Other Team Members Engaged In The Procurement, Storage, Preparation, And Serving Of Food.
- Assists In Preparation Of Budget Estimates And Justifications For The Food Service Program And Maintains Cost Controls; Plans And Directs The Ordering, Receiving, And Accounting Of All Food Products, Supplies, And Equipment For Food Operation.
- Reviews And Evaluates Existing Operational Methods And Procedures Of Food Service Program For Effectiveness And Efficiency, Initiating Changes As Necessary To Ensure Compliance With Federal, State, And County Laws, Rules, And Regulations.
- Interviews, Selects, Manages And Develops Hourly Team Members.
- Oversees The Food Safety Aspects Of The Food Service Department To Ensure Full Compliance With Federal, State And Other Regulatory Agencies.
- Participates In The Development And Adherence Of Policies And Procedures That Direct Food Preparation, Distribution And Service, Purchasing, Sanitation, Safety Practices, Performance Improvement, And Staff Education And Development.

## **Manager**

Shaker Heights Schools - Shaker Heights, OH

February 2005 to August 2010

### **Responsibilities**

- Prepare And Cook Food For Service
- Ensure The Cleanliness Of The Kitchen
- Manage Food Inventory
- Continually Maintain A Safe Work Environment
- Encourage Good Customer Relations Through Product Promotion
- Analyzed Financial Information.
- Investigated Factors Affecting Business Performance.
- Performed Reviews And Evaluations To Identify Saving Opportunities.
- Participated In Cost Reduction Analyses In All Departments.
- Prepared Annual Audit And Liaised With All Outside Vendors.
- Exceeded All Cost, Quality And Performance Goals.

## **Education**

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### **Certified STNA in Medical Assistant**

Cuyahoga Community College District - Cleveland, OH

2007 to 2007

### **HS Diploma in College Prep**

East Technical High School - Cleveland, OH

2001 to 2005

## Skills

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- Proficient in Microsoft software(word, excel, powerpoint, etc.) (10+ years)
- Quality Inspection
- Quality Assurance
- Quality Control
- Requirements Gathering
- Software Troubleshooting
- Help Desk
- Computer Networking
- Microsoft Windows
- Technical Support
- Data Warehouse
- Business Analysis
- Human resources
- Data analysis skills
- Communication skills
- Analytics
- Requirements gathering
- Databases
- Quality assurance
- Windows
- Negotiation
- Microsoft Office
- Sales
- Freight
- Logistics
- Microsoft Excel
- Microsoft Word
- Data modeling
- Phone etiquette
- Microsoft Powerpoint
- Microsoft Access
- Database administration
- Organizational skills
- Computer skills
- Analysis skills
- Data visualization
- Data warehouse
- Time management

- Administrative experience
- Office management
- Writing skills
- Calendar management
- Workday
- Travel planning