

# JESSICA CLAIRE

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## SKILLS

- SAP
- Enterprise Resource Planning (ERP)
- SAP Security
- Data Analysis
- Business Process
- Inventory Problem Resolution
- Bilingual English/Spanish
- Enforced Environmental, Safety & Health Programs
- Worker's Compensation/ Risk Prevention
- Develop and Implement Safety Teams Accident Investigation/ Trend Analysis
- Industrial Hygiene/Occupational Health
- Behavioral Safety Programs
- Process Warehouse Management Site Safety Assessment/Audits
- Inventory Management/ Inventory Control
- Project Manager
- Logistics
- Concur Expense Reporting
- Develop and Implement New Hire Training Programs
- Development of Cost Saving Projects
- Automatic Data
- Processing (ADP)
- Lean Manufacturing/KAIZEN 101 Certified
- Systems Application and Production Enterprise Resource Planning (SAP ERP) Software
- Budget Planning
- Job Safety/Hazard Analysis (JSA/JHA)
- Production Planning
- Canning
- Production Scheduling
- Safety Training Facilitator
- PPE Assessments
- Fall Protection and Fall Hazard Analysis
- Bilingual in Spanish/ English Fluent Conversational/Reading and Writing
- Time Management
- USDA Regulatory Knowledge
- FDA Regulatory Knowledge
- BRYE Systems

## EDUCATION

High School

Siloam Springs, AR • 05/1997

High School Diploma

Northwest Arkansas Community College

Rogers, AR • 05/2020

Business Management And International Logist

## CERTIFICATIONS

Del Monte Production Systems (DMPS) - Lean Manufacturing Training  
Forklift License.

## PROFESSIONAL SUMMARY

Proven production, packaging, and warehouse professional experienced in driving organizational change. Successful track record in reducing costs, increasing profit, and reducing the OSHA recordable rate and worker's compensation costs. Able to develop and customize training/education programs to bring positive cultural change. Experienced in some aspects of federal regulatory compliance including OSHA, USDA, and fire/life safety programs. Strong interpersonal skills with the ability to influence others through effective communication and team/relationship building.

## WORK HISTORY

### Flambeau Inc - JR. SAP Analyst Tyson

Madison, GA • 03/2019 - Current

- Inspected inbound and outbound products for compliance with established industry standards, company policies and procedures.
- Reconciliation of Daily/Weekly/inventory balances, problem resolution, creating process orders handling correcting outbound deliveries, reviewing and approving month end reconciliation and reports. Also work with SAP order creation shipment, receiving and idocs.

### Hunt Regional Healthcare - Warehouse Manager

Commerce, TX • 01/2013 - 04/2018

- Maintained strong vendor connections at all stages, including arranging pricing and delivery structures and managing specific shipment or paperwork concerns.
- Responsible for developing and directing strategic Warehouse functions programs at a vegetable canning facility.
- Shipping and Receiving
- In charge of running the Jefferson warehouse distribution center for DelMonte In Siloam Springs, AR
- Receive product from canning facilities in Northwest Arkansas as well as product from Delmonte's locations on the West Coast.
- Responsible for setting up various independent truck lines so that product could be shipped to customers
- Used multiple Warehouse Management Systems as we transitioned from Allen Canning to Sager Creek Foods, and finally to DelMonte.
- Extensively utilized SAP to control and fix IDocs at the warehouse. Implemented the placement of barcode location tags throughout the warehouse so that drivers could scan their location rather than entering it manually.
- Material Handling
- Received and stored all materials for operations, including cans,
- Labels, packaging, and ingredients. These materials would be shipped to the processing locations as needed.
- Responsible for knowing what was being shipped in to the warehouse and what was going out
- Utilized SAP MM Module
- Setting up the work schedule, as well as hiring temps when needed. Held pre-shift meetings every morning with employees to inform them of what was going to be shipped and received for the day.
- Created daily safety checklists for lift drivers.
- Responsible for Accounts Payable at my location.
- Bill of Lading
- Checked Bill of Lading daily with the contents of the trailers to ensure there were no discrepancies and ensure that they matched what was in my system.
- Salvage
- Sorted pallets/products to make sure the quality met the standard grade stamp on pallets.
- Physical Adjustment
- Performed cycle counts daily to ensure every row matched and would then check inventory to match the cycle count.

### Oasis Lawncare - Human Resource Assistant Manager

City, STATE • 01/2006 - 01/2013

- Developed succession plans and promotion paths for all staff.
- In charge of interview, placement of employees, and processing payroll
- Processed Workers' Comp investigations and arranging doctors' appointments
- Conducted Root Cause Investigation (RCI) when opportunity allowed
- Conducted monthly vulnerability/food defense/safety meetings
- Conducted accident investigations

### American Air Filters - Human Resource Assistant

City, STATE • 01/2003 - 02/2006

- Conducted individual and group interviews, reviewed resumes, scheduled appointments, and placed employees on assignments
- Conducted orientations, processed payroll by collecting time sheets/checking for accuracy
- Answered multi-line phone calls, monitored and maintained employee absentee calendar