

Myra Jones

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SKILLS SUMMARY

Experienced in HR Generalist responsibilities, customer billing, including defining pricing models and product specifications. I am a pro-active, self-motivated, and results oriented individual, with proven ability to manage multiple assignments efficiently while meeting tight deadline schedules. Computer skills include: AS400, PageMaker, and Microsoft Office.

OBJECTIVE

To find secure and stable employment with opportunity for growth which will utilize my current skills set, as well as offer an opportunity for continued development and advancement.

PROFESSIONAL EXPERIENCE

CB&I/B.F. Shaw (Shaw Group). Laurens, S.C.

(2011-Present)

Shaw serves the energy, chemicals, environmental, infrastructure and emergency response industries.

QA Tech – Quality Assurance

- Review sketches for Engineering errors and process for release to production.
- Assures that work and materials meet establishment and regulatory standards using conventional and electronic test equipment and machines.
- Review and prepare documentation to go along with materials being shipped to customer
- Verify that material heat numbers and mill test reports are correct for the corresponding job and that they are in our material data base
- Enter Mill Test Reports and Certified Test Reports into our database
- Look up material spool status, put sketches on hold, and take sketches off hold in JDE

American Metric Corporation, Laurens, S.C.

(Oct 2006 – May 2009)

American Metric is a manufacturer and global supplier specializing in mechanical power transmission parts.

Team Leader – Customer Service/Special Products/Warehouse/HR Generalist

- Define pricing models and product specifications based on customer input and customer service requirements.
- Calculate customer billings based on pricing model and material weight.
- Translate technical information for orders into required order entry format; enters orders into AS400.
- Responsible for monthly backup of AS400 database.
- Reconcile orders taken with accounts receivable billings.
- Pro-active and result oriented approach with regard to customer relations.
- Team lead of special products and warehouse departments.
- Responsible for approving and managing employee leave requests, submitting payroll hours and employee performance reviews for Customer Service and Warehouse.
- Audit customer service orders as a control to maintain quality. Lead team training and provide team leadership.
- Tracked sales trends utilizing excel and PowerPoint graphs.

HR Generalist –

- Responsible for Weekly Payroll process and liaison with ADP
- Coordinated Interview/Hiring/Review/Termination processes
- Managed and Tracked supplies for office operations

- Responsible for coordinating vacation and sick leave time assuring that all jobs were operational when employees were out of the office

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Erhardt & Leimer/Duncan Technologies

(May 2004 – April 2006)

Erhardt & Leimer/Duncan Technologies specializes in providing system solutions and process control equipment to web based industries.

Customer Service Representative / Receptionist

- Customer service with regard to answering phones, preparing quotes, taking orders, managing account activity.
- Receptionist duties included greet and assist customers, track and distribute weekly and daily reports, set up interviews, order supplies and organized and lead monthly safety meetings.

Turner Construction

(October 2003 – December 2003)

Turner Construction builds and manages various properties including but not limited to offices, hotels, and parking garages.

Data Entry - Temporary position

- Entered Daily Progress Reports
- Answered calls
- Event coordinator for opening gala

Sonoco Crellin

(March 2003 – September 2003)

Sonoco Crellin delivers innovative packaging solutions to customers worldwide.

Data Entry/Receptionist- Temporary position

- Entered Daily Progress Reports
- Answered calls
- Assisted with payroll
- Organize monthly safety training and events

Wal-Mart Distribution

(February 1999 – May 2002)

Wal-Mart Distribution Center works to ensure that Wal-Mart merchandise flows smoothly from distribution centers to local stores.

Order Filler/Slotter

- Processing and shipping customer orders
- Managed inventory of product unloaded from incoming trailers
- Coordinated storage of inventory

EDUCATION

Laurens District 55 High School, Laurens, SC

(1990-1994)

Piedmont Technical College, Greenwood, SC

(2013-2014)

Greenville Technical College, Greenville, SC

(2014-present)