

# Jacquan Williams

Abbeville, SC

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Highly dependable, fast learner, excellent attention to detail

Willing to relocate to: Greenville, SC

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Blow mold Quality Control Inspector**

Inergy - Anderson, SC - August 2015 to Present

#### Responsibilities

Use calibration tool to measure back wall of tanks, inspect tank for defects, place tank in cooling tower, record measurement

### **Inspector/Machine Operator**

HTI - Anderson, SC - November 2014 to July 2015

#### Responsibilities

Inspected bumpers, signed off on options, placed defected bumpers in designated area, placed bumpers on racks in sequence, assisted welder, welded bumpers, placed bumpers on punch machine

### **Machine Operator**

Kraft - Newberry, SC - February 2014 to November 2014

#### Responsibilities

Put on personal protective equipment, washed and sharpened knife, operated knife on assembly line, removed bone from meat, cut excess skin from meat, inspected meat for defects, worked overtime daily

#### Skills Used

Production skills, assembly line

### **Store Associate**

Greenwood Petroleum Company - Abbeville, SC - July 2011 to February 2014

#### Responsibilities

Greeted customers entering store, assisted customers, answered incoming calls, operated cash register, made cash drops, maintained cleanliness and presentation of store, organized merchandise, communicated with vendors, completed paperwork, assisted store manager with overflow of paperwork, trained new workers, worked overtime when needed, answered company phone to assist customers

#### Accomplishments

Built long term customer relationships

#### Skills Used

Customer service and effective speed when store traffic gets heavy

### **Customer Service Representative**

Sykes - Greenwood, SC - May 2010 to June 2011

#### Responsibilities

Answered a constant flow of calls, gathered and verified required information, addressed and resolved customer complaints, accurately documented and resolved customer issues, referred unresolved issues to designated department for further investigation, met or exceeded service and quality, met metrics daily

#### Accomplishments

The ability to be able to satisfy customers over the phone

#### Skills Used

Customer service

### **Inventory Control Specialist/team lead**

Wal Mart - Orangeburg, SC - March 2008 to April 2010

#### Responsibilities

Operated handheld device to scan merchandise from backroom, correctly and safely moved merchandise to production floor, inspected all merchandise, planned and paced work efficiently in order to meet daily goals, observed all departments for overstock, maintained counts on all merchandise, completed audits, reported defective merchandise to shift supervisor, accurately processed merchandise counts in computer, assisted supervisor with scheduling, assisted customers with orders

#### Accomplishments

Learned management skills

#### Skills Used

Knowledge of production

### **Receptionist**

Intermedia Marketing - Orangeburg, SC - September 2008 to January 2009

#### Responsibilities

Answered a high volume of calls, documented all customer inquiries, processed payments rapidly and accurately, processed orders, informed customers of products and services, set up installation dates, logged all daily orders

#### Accomplishments

Multitasking over phone

#### Skills Used

Customer service

### **Machine Operator**

Electrolux - Orangeburg, SC - August 2006 to September 2008

#### Responsibilities

operated machine, inspected doors, returned defected inventory, complete required paperwork, put on required ppe

### **EDUCATION**

#### **High School diploma**

Denmark Olar High School - Denmark, SC

2002 to 2006

#### SKILLS

Basic computer skills, MS word, MS excel, customer service, assembly and production experience

#### ADDITIONAL INFORMATION

References available upon request