

Cheryl Ross

Quality Inspector - The Crown Group

Woodruff, SC - Email me on Indeed: [indeed.com/r/Cheryl-Ross/61c49812c4373b8c](https://www.indeed.com/r/Cheryl-Ross/61c49812c4373b8c)

I am seeking employment for any positions available.
Authorized to work in the US for any employer

WORK EXPERIENCE

Quality Inspector

The Crown Group - April 2015 to Present

Inspect and test parts for defect after they been e-coated

- ✓ Assembled SMC panels
- ✓ Fixed any defects on the e-coated parts by sanding the defect out ✓ Labeled parts with dates painted
- ✓ Certified parts for shipments; making sure racks are secured properly
- ✓ Made Shipping labels for completed racks to be shipped
- ✓ Assured parts established the requirements and fulfills customers' needs and expectations

Temporary Job

MAU - September 2014 to April 2015

Assembled products for sale ready

- ✓ Processed orders
- ✓ Print and scan labels for parts
- ✓ Checked products for errors

Picker/Packer/Shipper

Labor Ready - Wilkes-Barre, PA - July 2014 to September 2014

July 1, 2014

Labor Ready

Picker/Packer/Shipper

Distribution Center - Wilkes-Barre, PA - January 2014 to June 2014

Processed orders for stores

- ✓ Kept a clean work area
- ✓ Scanned orders and packed for delivery
- ✓ Catalog merchandise for distribution

Clerk I / Packing

CVS Caremark - July 2013 to January 2014

Pack customers' orders to be shipped to their resident's.

- ✓ Insure customers personal information is kept confidential.
- ✓ Maintain a high percentage rate.
- ✓ Scanned products into the computer to be shipped

Sales Manager

Park Avenue - February 2010 to June 2013

Wait on customers by helping them with clothes and accessories.

- ✓ Download payroll and send it to owner using Microsoft Office.
- ✓ Take inventory of stock and call in orders for deliveries.
- ✓ Maintain an outstanding work environment for employees and customers.
- ✓ Promoted sales.
- ✓ Worked cashier and counted money at end of working days.
- ✓ Managed employee's schedules.

Part Time/ Temporary

Joy's Hair Station - April 2009 to May 2011

Work on client's request such as hair cutting, coloring, highlights, waxing and nails.

- ✓ Answer phones and book appointments.
- ✓ Maintained a clean work area, and also areas in the salon.
- ✓ Work when needed by owner.

Cook

Thomas Foodtown Market - January 2009 to January 2010

Cooked and prepared food for hot bar for customers.

- ✓ Waited on customers.
- ✓ Have used slicers and heavy duty kitchen equipment.
- ✓ Cleaned up my work areas and restocked for next shift.
- ✓ Washed dishes and scrubbed down appliances.

Hair Stylist / Manager

High Maintenance Salon & Day Spa - January 2006 to July 2009

Managed salon by helping fellow employees and keeping salon in proper working order.

- ✓ Maintained clientele, answered phones, book appointments.
- ✓ Promoted salon for more clients by making flyers and cards using Microsoft programs.
- ✓ Maintained a clean salon and work area, washed towels, swept floors and mopped etc.

Revised 03-2015

EDUCATION

Cosmetology

The Academy of Creative Hair Design

2005 to 2006

Computer Information Systems

DeVry University - Fort Washington, PA

2004 to 2005

General Studies

Sr High School

2000 to 2004

SKILLS

Microsoft Word (10+ years), Microsoft Office (2 years), Microsoft Excel (4 years), Microsoft Powerpoint (3 years), Microsoft Outlook, Microsoft Outlook (1 year), Microsoft Windows (10+ years), Customer Service (10+ years), Production (6 years), Warehouse (7 years), Retail Sales (5 years), Cashier (10+ years), Cooking (2 years), Packaging (3 years), Shipping & Receiving (1 year), Auditing (Less than 1 year), Quality Control (Less than 1 year), Assembler (2 years), Fast Learner (10+ years), Inventory (1 year), Java Script (1 year), Receptionist (7 years), Scheduling (6 years), Team Player, Team Player (10+ years), Training (10+ years), Wordperfect (7 years), Windows (4 years)

ADDITIONAL INFORMATION

Key Skills

- Strong communication skills
- Problem analysis and problem solving
- Organizational skills and customer service orientation
- Adaptability and ability to work under pressure
- Accuracy and Attention to details
- Self-motivated, initiative, high level of energy.
- Tolerant and flexible to different situations.