

Jessica Gordon

Machine Operator

Rogers, AR

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To obtain a position where I can maximize my multilayer of supervisory skills, inventory control, quality assurance, troubleshooting and building successful relationships with team members and customers.

WORK EXPERIENCE

Electronics Technician

Zebra Technologies - Bentonville, AR

Responsibilities

Troubleshoot, Repair, and Test handheld devices to meet proper quality control levels.

Soldering components on a modular level

Maintained proper inventory and quality control standards

Familiar with ESD Standards

Retain proper paperwork and data entry

Familiar with various products

Accomplishments

Knowledge of several products, learn quickly and make production in minimal time

Skills Used

Troubleshooting, inventory, accuracy on paperwork

Machine Operator

3M - Bentonville, AR -

2012 to 2013

Fill, cap, label and carton products

- Document machine settings on manufacturing records prior to startup
- Ensure that manufacturing records are completed accurately
- Clean process areas and maintain cleaning records
- Ensure compliance by following cGMP work instructions
- Visual inspection and documenting results
- Responsible for performing appropriate line clearing activities and identifying product with the correct status
- Cleaning, set up, and completing paperwork on the Syringe filling machine

Lead Lab Technician

Advanced Environmental Recycling Technologies - Springdale, AR -

2010 to 2011

Set up and adjusted/ calibrated equipment

- Tested materials for color, density, and melt index
- Recorded results on standardized forms, computer programs, and internal company databases
- Update and maintain laboratory databases
- Ensure proper communication between departments was kept to maintain quality
- Microsoft Windows, Office and Excel knowledge
- Lead a group of two associates to ensure all tasks and duties were completed correctly and expeditiously during the shift

Inventory Control Supervisor

Advanced Environmental Recycling Technologies - Springdale, AR -

2004 to 2007

Direct and supervise a team of up to 6 Inventory Control Specialists

- Accountable for daily, quarterly, and annual physical inventory of all materials/stocks stored within 9 different warehouses.
- Prepare and distribute daily reports of all inventory levels
- Verify and resolve any inventory or reporting discrepancies
- Work closely with laboratory to pull samples and run analysis tests on material
- Organized relocation of materials/stocks received to their respective locations
- Coordinate with customers and shipping department to ensure order fulfillment and proper inventory levels.
- Maintained good relationship with all other production departments to ensure proper inventory and quality assurance.
- Certified to operate forklift
- Data Entry using Microsoft Office applications and custom applications

Electronics Technician / Quality Assurance

Symbol Technologies - Bentonville, AR -

2003 to 2004

Troubleshoot, Repaired, and Tested handheld devices to meet proper quality control levels.

- Soldering components on a modular level
- Maintained proper inventory and quality control standards to meet team KPIs
- Familiar with ESD Standards
- Retain proper paperwork and data entry utilizing Microsoft Access

Bench Assembler / Soldering Technician

Cooper Power Systems - Fayetteville, AR -

1998 to 2003

Worked closely within a team to fulfill orders to exact specifications

- Maintained proper quality control standards to ensure good final product
- Specialized skills include soldering of electrical fuses, swaging cables, resistance testing, etc.

Deck Seaman

U.S. NAVY - Norfolk, VA -

1997 to 1997

1997)

- U.S. Navy E2 Standing

Store Co-Manager

Little Ceasers - Fayetteville, AR -

1992 to 1996

Managed team of 6 employees

- Maintained strong customer relationships
- Ensure proper inventory, quality, and sanitation duties were preformed.

Electronics Technician

Zebra Technologies - Bentonville, AR

present)

- Troubleshoot, Repair, and Test handheld devices to meet proper quality control levels.
- Soldering components on a modular level
- Maintained proper inventory and quality control standards
- Familiar with ESD Standards
- Retain proper paperwork and data entry
- Familair with various products

SKILLS

Computer Skills (2 years), Soldering (5 years), Management Experience (3 years), Inventory Control (3 years)