**Jessica Smith**

**Plaistow, NH. 03865**

**Smithjj 1984@gmail.com**

**Cell: 603-819-1832**

**HIGHLY-ORGANIZED TEAM MEMBER:**

with a strong computer aptitude, excellent interpersonal skills, and the ability to multi-task and prioritize responsibilities to meet deadlines. Learn easily and able to complete assignments under minimal supervision. Remain in strict compliance with all safety, security, quality and confidentiality policies and procedures. Offer accuracy, sound judgment, and a strong work ethic.

**Strengths include:**

• Effective communications - • Microsoft Office • Accurate data entry

• Telephone etiquette • Strong math skills • Public relations

• Scheduling • Inventory control • Quality assurance

EMPLOYMENT

**Mechanical Class B Inspector**

**Dec. 27, 2017**

**currently employed Berkshire/ Whitcraft/ CT**

**Machine & Tooling (Aero Craft/Government)**

\* Performs "fot piece" Inspections

\* Performs "final" Inspection

\* Performs"in-process" Inspections

\* Inspect Incoming Material and Hardware

\* Calibrate and update Tools and software used in Inspection when Necessary.

\* Provide Technical Support to other Departments as needed.

Must follow AS 9100 Procedures

**.**

**Quality Dept. July 21, 2014- December 16, 2017**

**Coherent, Inc. 32 Hampshire Road Salem, New Hampshire (Medical Finish Good Products)**

ISO 9001/ISO 13485 Fiber Optic Manufacturing Facility Quality Control Tech Il/Lead SME of Quality Tech 1st shift Production in-process/Final Inspection QA Start-up/Final Inspection for Finish Goods Line Set-up. Close out Work Orders in Oracle Complete Supplemental Quality Data for Engineering Dept. Internal Audit Sign off on C of A C of C Create Non-Conforming reports for Production Medical Room 1/Room 2

Moveras Quality Control Inspector Jan. 02. 2014 – July 21, 2014 Micro Tech Staffing Woburn, MA.

**\*Lead in the Inspection Dept. \*Inspect Transmission Parts \*Expedite/Pull parts to cell**

**Quality Control Inspector/CNC Machinist**

**Nov. 14 2012 -Aug. 27 2013**

The Leddy's Group Assigned to Burbak Inc.

CNC Machinist: 2nd Shift

\* Worked in a clean room environment company manufactured injected molded parts for medical device applications

\* Operated Mini Mill/ Lathe Machines

\* Measured all products to Cust. Specs.

Using: Thread Gages \* Drop Gages \* Pin Gages \* Calipers \* Cleaned all finished Product \* Boxed all approved Product

**Quality Control Inspector: 3rd shift**

• Ensure all assigned inspections are properly completed, Product in tolerance compliance with established policies and procedures and corresponding inspection dimension records, reports, and forms are properly executed prior to releasing products for use. Measure all Plastic/Machined/Assembled Part to Customer Expectation including SPC/Hourly.

• Prepare Appropriate documentation to complete First Article/in-process/Final Inspection Reports

Issue Rejection Tags/Rework Sheets as necessary . Keep all Machined Product in Spec with \*CMM/Auto Dimis. / Comparator \*Microscope \*Pin gages \*Drop Gages \*Micrometer \*Caliper, etc.

• Record all Rejected products with RN# slips for all Mgmt. Keep daily log reports for Customer return request, SPC, and Daily Dimensions.

• Stamp Approved/Rejected Product Being Machined and Molded from the Facility Keep record for all Production threw out shift/hrly, for Turn-over on the following shift. Inspect Military Criteria/Medical Devices to Standards. (ISO 9000).

**Assistant Manager,**

**November 2007 - April 2012**

**The Ink Spot**

**South Windsor, CT**

• Conducted inventory of equipment and supplies. Performed başiç bookkeeping, including preparing and filing daily reports.

Interviewed and hired personnel.

• Scheduled appointments and coordinated special events. Answered and directed incoming calls,

Agent; 5708, June 2007 - October 2007 AT&T Technical Services - New Hampshire

• Answered incoming lines in a high-volume call center environment from applicants inquiring about their passport status. Provided information or tracking numbers. Accepted credit card information for expedited service within 14 days of travel.

• Data entered applicant information and sent out requests to the U.S. Department of State and Visa centers. Instructed applicants on government procedures guidelines.

• Stated procedures to customers regarding replacing lost or stolen passports.

Trained new hires in government regulations, customer service policies, and company procedures.

COMMUNITY EXPERIENCE Varney Crossing, North Berwick, ME Volunteer .

Assisted nursing home residents with tasks of daily living. Provided companionship. Read magazine articles and books to them.

• Changed bed linens on occupied and unoccupied beds. Assisted with distributing meals and snacks to the proper person. Noble High School, North Berwick, ME. Volunteer . Coached elementary school students participating in local basketball program. Taught dribbling, foul-shooting, and teamwork.

**EDUCATION**

Quinebaug Valley Community College, Willimantic, CT 2009 Hesser College,

Portsmouth, NH -

Criminal Justice Program 2005 - 2006