# Statesboro, Georgia

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**PROFESSIONAL SUMMARY**

A dexterous and organized professional with 10+ years of manufacturing experience in logistic industry. Highly skilled in quality control, inspecting, and shipping and receiving. Team player with management and leadership skills. Strong background in leading and implementing projects. Accustomed to performing a wide range of manufacturing task.

# EDUCATION

General Education Diploma; (2011) Ogeechee Technical College – Statesboro, Georgia

PROFESSIONAL EXPERIENCE

**Forklift Operator /Shipping &Receiving Clerk,**

**2015 - Present**

# GAF Industries - Statesboro, Georgia

Verify and keep records on incoming and outgoing shipments

Prepare items for shipment

Operate lift trucks and hand trucks to convey, move, or hoist materials

Prepare bill lading: checks items to be shipped against work orders

Sort, count, package, label, and unpack inventory which is shipped or received

Trace lost shipments and/or customers claims of lost shipment

Complete quality assurance duties as assigned

Operate forklift and move goods packed on pallets or in crates around the storage facility

Receive and unload incoming materials and compare information on packing slip

Provided documentation and information to Team Leaders

**Expeditor/Forklift Operator,**

**2011 - 2015**

# Viracon Industries - Statesboro, Georgia

Coordinated and expedited the flow of work and materials within the departments

Ensured proper and accurate stocking of inventory

Loaded and unloaded goods from trucks

Stacked goods in the correct storage bays, following inventory control instructions

Performed daily equipment checks

Obtained copy of production schedule or shipping order

Requisitioned and maintained inventories of materials and supplies

Provided documentation and information to Team Leaders

Adhered to the policies and procedures of the facility

**Fulltime Homemaker,**

**2009 - 2011**

# Moore- Calloway’s Home - Statesboro, Georgia

# Ensured the household was operating smoothly on a daily basis

Performed household duties

Planned and cooked according for the family’s personal preferences and budget

Performed all cleaning duties

Handled all accounts payable and receivable while maintaining a functional budget

Organized social activities for the family

Assisted the children with homework

Communicated with teachers on a weekly basis

Completed relevant documentation

Provided a safe environment for the family

Provided personal assistance to the entire family

Maintained a functional home environment

**Inspector,**

**2007- 2009**

# Claxon Poultry - Claxton, Georgia

Ensured quality of goods

Examined materials from suppliers before sending them to production line

Followed instructions of the immediate supervisor

Performed quick visual inspections

Recorded pass/fail grade of products

Observed dials, gauges, and indicators to make sure that machine operating properly

Ensured Company was meeting standards codes

**COMPUTER SKILLS**

Microsoft Applications (Access, Excel, Word)