Latosha A. Robinson

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**Introduction**

Dedicated, motivated, and reliable individual with hands on experience. I am a very quick learner, tech savvy, and I do not just learn the duties of my position, I understand them and how they affect the company as a whole. I am always open to advancement opportunities, teaching, training, and helping my co-workers and/or customers. I aim to over-achieve at any task or challenge I am faced with in a swift yet cautious fashion. I find simple and clear solutions to problems, even while under pressure. Also, I am proud to say I have been a part of many teams that taught me valuable lessons, such as: human relation skills, productive teamwork, professional work ethics, and many more. I have many goals to work towards; finding a long- term, permanent, full-time position at your company is the main one! I do not have children so I am open to any over-time, holidays, and call-ins.

# Education

* GED 2013 obtained at Houston Community College
* 1 year of College for Lab Technician at Sanford-Brown College Houston, TX
* Confined space entry and forklift certified safety courses
* Currently enrolled in Lean Six Sigma and Human Resource courses

# Skills & Abilities

**HIGHLIGHTS**

**5 years' experience**

* Experience in lab, industrial, manufacturing, and warehouse environments, with exposure to hazardous chemicals, outdoor settings, dirty, dusty, hot, cold, enclosed, refined, or high places.
* Can read and interpret blueprints, written and oral SOP procedures
* Proficient in Windows, Outlook, Excel, Word, Internet, PowerPoint, etc...
* Use measurement devices such as: Calipers, Micrometers, Thermometers, pH and Conductivity Meters, Hardness tester, Pipettes, beakers, measuring cups, scales, and air quality testers.
* Troubleshoot, repair, and perform preventative maintenance on basic or computerized machinery and equipment.
* Can also use and set up RF scanners and hands-free voice operated scanners.

## Very familiar with OSHA, MSDS, FDA, 5S, Lean, ISO, and NADCAP standards and practices in daily workplace.

* Inventory management, packaging, shipping and handling, Customer service, Housekeeping, production, maintenance, quality control, forklift certified

Effective communication- I have a very well-rounded personality, I am respectful, professional, and easy to talk to. I ask questions if I am unsure or even if I feel I need a little more detail to get the task done properly. I always report immediately and directly to my supervisor/ Team Lead/ or HR if needed.

* Critical thinking skills and Effective decision making- I develop and analyze options before I settle for a solution to a problem. I look at all aspects to solutions and find the best one to get the job done in a timely manner, while also ensuring safety and quality.
* Leadership skills, emotional intelligence, and Influence- I am always positive, open-minded, enthusiastic, courteous, considerate, honest, and trustworthy. Many people confide in me and seek advice from me. I display a positive attitude under any circumstance, because I know attitude will also effect the people around you. Usually I become an emergent leader in my workplace.
* Safety Awareness - I do not find shortcuts to get a job done quicker. I am a "by the book" type of person. I do not believe in putting myself or anyone around me at risk. A Company has guidelines to follow for a purpose. Safety is my number one priority!
* Physical Ability - Able to stand, walk, crouch, crawl, and stoop for long hours, able to lift up to 50 lbs. in a safe manner. Very Healthy, can work for long hours in various environments.

# Experience (Job History)

**Pilot Plant Technician/ Lab Technician (Quality Control)/ Team Lead Herty Advanced Materials and Development Center**

**April 2017- Current**

**Savannah, Ga (912) 963-2600**

Assist with team leading/supervising (training, customer orders, time management, small project leader, team communication, safety practices, direction, instructions, and guidance (included but not limited to: benefit explanation, checking punch clock, and correcting hours, computer training, making and executing plans with team to achieve goals, limiting waste, and communicating with relief team)

* Monitor stock system to control and process consumer products.
* Operate or tend equipment for production, preventative maintenance, or quality per SOP.
* Observes paper for holes, clumps, and contamination, basis weight, moisture, formation (Quality)
* Machine operation, starting up machine (opening valves, machine settings, cleaning), check width using tape measure per customer specification
* Samples product according to SOP, check for moisture, basis weight, ratios by using math (decimals, percentage, averages) and input data into Excel, file paper work, and collected samples.
* Print packaging labels, ensure packaging, labeling, wrapping, and store completed doffs.

**Material Handler/ Data Entry (Temporary/ Contract) Synovos at Gulfstream**

**February 2017- April 2017 (contract ended)**

**\*Savannah, GA (610) 745-4595**

* + Gulfstream Aircraft parts storage warehouse
  + Inventory management
  + Collect, count, and enter data for merchandise / materials into Excel spreadsheets.
  + Provide locations for merchandise based on critical or non-critical categories.
  + Practice of continuous improvement on a daily basis.
  + Operate pallet manual jack, dollies, and other moving equipment.
  + Housekeeping
  + Stack, pack, and wrap boxes/ materials on pallets and move to storage location.

**Machine Operator/ Chemical Operator Eaton Aeroquip Aerospace**

**August 2015- August 2016**

**\*Eastanollee, GA (706) 779-2196**

* + Aerospace parts manufacturer (Military and Commercial)
  + Inspect and wear PPE
  + Worked with hazardous /caustic chemicals 5-7 days a week for 8-12/hr. shifts
  + Production using passivation or chemical processing of aluminum alloy, stainless steel, and titanium.
  + Copper sulfate and high humidity testing.
  + Acid etching of titanium and heat treat scale removal.
  + Alkaline degreasing, deburring using grinding belts and vibe bowls or almco.
  + Check bulk pick to ensure proper parts are pulled for pre-assembled orders.
  + Dry film, solid film coating.
  + Operate Manual grit blasting and automatic grit a.k.a. bead blasting tumbler.
  + Troubleshoot machinery and do basic maintenance and daily upkeep (preventative maintenance)
  + Check individual and tank line systems for accurate temperatures, levels, concentration, exhaust filters, and timers.
  + Change out thermo-couples, hoses, and tank liners
  + Read, and follow safety procedures, learned how to respond to chemical spills and emergency evacuation procedures
  + Math with whole numbers, decimals, and fractions- log recorded on Microsoft Excel
  + Certified Passivation operator, and certified blueprint training
  + ISO and NADCAP standards

**Photo Technician Walgreens**

**February 2015- June 2015**

**Houston, Tx (281) 955-5619**

* + Cashier
  + Setup and re-align printing machinery
  + Troubleshoot photo and canvas printers
  + Repair/ Replace components in the printers
  + Inventory Control
  + Stocking
  + Beauty Advisor, Photo Technician
  + basic housekeeping
  + customer service

**Seasonal Assembly Line Worker** **KIK Custom Products**

**July 2013-September 2013**

**Gainesville, GA (770) 534-0300**

* + Perfume and Cologne Factory and Warehouse
  + Shipping and handling
  + Read blueprints and work orders
  + General Labor
  + Assembly line worker
  + Chemical compounder
  + Use measurement devices (beakers, pipettes, scales, etc.)
  + Setup and Operate blending/mixing machinery
  + Packaging, weighing and counting of inventory

**Machine Operator/ Line Leader** **Perdue Farms**

**August 2012-September 2013**

**Gainesville, GA (770) 536-4232**

\*Processed Poultry Production and warehouse

* Operate packaging machinery and date Printer
* Fix packaging machinery if the plastic/ wrap gets jammed
* Shipping and handling,
* Order picking and pulling
* RF gun scanning
* Ticket pulling
* Quality and Damaged goods checks
* Operate manual pallet jacks
* Production line worker
* Carry out orders and make sure daily goals were met and exceeded.
* Worked in Cold food storage kept under 32 degrees , And very HOT oven**(FDA standards)**