

Jeanine Middleton

Quality Assistant/Recruiter

Lima, OH

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Seeking full-time employment with a progressive company, which offers security and advancement for hard work, loyalty and dedication.

Authorized to work in the US for any employer

WORK EXPERIENCE

Quality Assistant/Recruiter

Precision Thermoplastic Components - Lima, OH - December 2012 to April 2015

Purchasing

Preparing packets and labels for next day production

Training for quality department

Forecasting and ordering temporarily workers for all three shifts

1995-1998- 2001-2012 Wannamacher Total Logistics, INC Lima, OH

Customer Service Manager

Shipping and Receiving

Assigning work for warehouse workers

Organizing for the upcoming next day

Paperwork - running bills, cycle counts, daily reports ran

Working with customers scheduling inbound and outbound

Dispatched for city trucks

Sales coordinator/accounting clerk

Cargill Inc - Sidney, OH - 1999 to 2001

Customer Service for a variety of customers

Data entry, posted invoices

Scheduled orders in the internet system

Worked in Microsoft word and excel

Scheduled trucks for appointments

EDUCATION

Certificate

Apollo Career Center

2010

Bluffton High School - Bluffton, OH

1990

ADDITIONAL INFORMATION

Scheduling and Recruiter

Shipping/Receiving
Inventory and Billing
Customer Service Manager
Working with a variety of Customers
Ups ship on line
Purchasing for maintenance