

Alyssa Jones

Springfield, MI

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Work Experience

Shift Coordinator

Clemens Food Group - Coldwater, MI

January 2021 to Present

Dispatch trucks

schedule loads for shipping

Shipping paperwork

Quality supervisor

Gokoh Coldwater, Inc - Coldwater, MI

July 2020 to January 2021

- Reports to Quality Manager
- Trains new employees
- Checked layouts of all parts to confirm right measurements
- Input data into the computer system

Project Supervisor

Stratosphere Quality

July 2019 to July 2020

- Writing work instructions
- Talking to customers
- 3rd party quality sort
- Data reports
- Excel and Microsoft
- Training new employees

Warehouse Manager

Wise Business Forms

February 2019 to July 2019

- Warehouse Manager of finished goods and shipping
- BOL to drivers and customers
- Customer service
- Took inventory and helped create a new system

CNC Machinist - Lead Man

Microsoft

January 2018 to January 2019

- Utilized ORACLE to make Dispatch list

- Lead production Team and organized Production schedule based on Hot Job list required following the lean manufacturing process
- Microsoft excel word to create spreadsheets
- Gather material maintain all material records through Microsoft word or Microsoft Excel.
- Train new employees how to run machines.

CNC Operator

American Axle & Manufacturing, Inc - Fremont, IN
April 2014 to January 2018

- CNC setup offset gauging.
- Collecting and reading of blueprints for assembly and CNC machines to maintain proper tolerances per item manufactured.
- Assembled parts from the CNC Machine and then completed the finish process on the CNC Machine as required.
- Used lean manufacturing process, specially kaizen, and 6-S to complete product being assembled.
- Followed OSHA regulations to complete process.

Injection Mold Operator

Tenneco - Angola, IN
April 2012 to April 2014

- Ran Injection mold for new and continues products
- operated forklift
- Utilized 5-S lean manufacturing to complete Products
- Followed OSHA regulations and FIFO process for all Materials
- Completed all union rules and regulations as required by the union

Machine Operator

TI AUTOMOTIVE GROUP - Ashley, IN
March 2010 to April 2012

- Assembled Fuel lines, Gas lines, break lines for ford manufacturing products
- Strictly followed all OSHA and Federal Guidelines for assembly
- Completed all process through Lean Manufacturing process.

Education

High school diploma

Beacon Central High school - Utica, KY
2008

Skills

- Blueprint
- Cnc
- Brake press
- Cnc machine
- Lathe

- Mazak
- Axis
- CNC Machine
- CNC
- CNC Lathe
- CNC Mill
- Brake Press
- Mazak
- Axis
- Blueprint
- Microsoft Excel
- Computer Literacy
- Mechanical Knowledge
- Microsoft Word
- Microsoft Outlook
- Micrometer
- Plastics Injection Molding
- Lean Manufacturing
- Forklift
- Quality Control
- Microsoft Office
- Calipers
- Manufacturing
- Machining
- Blueprint Reading

Certifications and Licenses

Forklift Certification

Assessments

Work Style: Reliability — Highly Proficient

February 2020

Tendency to be dependable and come to work

Full results: [Highly Proficient](#)

Warehouse Associate — Highly Proficient

January 2020

Assesses the tendencies that are important for success in warehouse roles.

Full results: [Highly Proficient](#)

Supervisory Skills: Motivating & Assessing Employees — Proficient

June 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: [Proficient](#)

Workplace Safety — Familiar

January 2020

Using safe practices at work

Full results: [Familiar](#)

Office manager — Proficient

April 2021

Scheduling and budgeting

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

April 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.