

Aretta White-Hashman
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12/2017-Current

Richardson Molding LLC

Quality Auditor

Verify parts, measurements, labeling and documenting

02/2002-11/2011 & 06/2014 12/2017

Paul Nay & Associates Real Estate

Real Estate Broker & Office Manager

Maintained a clean and professional work environment for Realtors, data entry, filled in for agents at closings, open houses, set up home showings, updated websites and send advertising to homes magazines and newspapers, collected feedback about property showings, assisted with listings by pulling comparable properties.

08/2014 -08/2015

Kremers Urban Pharmaceuticals

Documentation Control Specialists

Review manufacturing records, in process checks, calculations and times to make sure eGMPS were being followed, labeling, cleanings, insuring compliance, quality, purity and safety of all products, check on all entries of product in product logbooks for documentation errors. Report all problems to operator and Supervisor; enter observations into a data base for corrections to be completed and tracked for training purposes.

01/2014-06/2014

House of Realty

Real Estate Broker

Responsible for customer service, sales, and communication with lenders, title companies and all parties necessary to complete real estate transactions.

02/13-01/14

Tanye Pedigo-Langlely Real Estate

Real Estate Broker

Responsible for customer service, sales, and communication with lenders, title companies and all parties necessary to complete real estate transactions.

11/2011- 10/2013 & 09/1992-12/2006

Enkei America Inc.

Floating Supervisor and Trainer -Final Inspection

Responsible for safety of the production employees and following company policies ,job placement and training of 25 plus employees per shift, reaching production goals while maintaining a safe, clean work area, encouraging employees to reach their potential to grow with the company by continually improving work processes. Communicating with management and Human Resources daily process information.

05/2011 -10/2011

Stratosphere Quality-

Project Supervisor- Set up inspection processes in manufacturing companies when their customers require a 3rd party to do inspections. Scheduled and trained up to 40 employees, as well as traveled to different companies, communicated all information to the Clients as

well as the company on a daily basis. Assisted in writing work instructions for each process. Maintained daily timesheets for each employee.