

Carol Zigler

Inventory Specialist

Hemet, CA 92544

cherryzigler@gmail.com

+1 951 651 2605

- Have a great deal of experience in Shipping/ Receiving and Packing 7 years in the manufacturing logistics industry. Worked with excel micro soft .i applications was in charge of auditing management got packages ready for shipment prepared labels printed them put data in various systems checked invoices did quality assures that product meets the sop and customers specifications very detail oriented I take pride in satisfied customers and ma
- Would prepare and finish product for shipment, place in proper containers and then place in them in the staging areas. I receive and verify all the shipping materials that come in check sku control number I count and verify what we receive and report any damages
- Have over 7 year's logistics warehouse industry with application on Cycle Count.
- Would examine the received stock, product to verify conformance to specifications.
- Skilled and quickly learn new process technology and machinery such as pallet jacks, dollies hand trucks, molding, welding soldering machines.
- Approve incoming material by confirming them to respective specifications drawings.
- Strong organization skills with close attention to detail.
- Manufacturing professional bring years of production very detail oriented with excellent interpersonal skills.
- Assembly lines in a large-scale environment and safety conscious as well
- Brazing ability background in shipping and receiving as well as stock, accuracy.
- Expert in safety rules and operations.
- Willing to learn, team player, leader. detail oriented, reliable, long term goal is to grow with company. i also did calibration for various hospitals iv machines ekg check voltage gauges calipers work in aerospace company that dealt with lamination resin composites as well measure reading blue print travelers have done documentation verify to ensure the sop being followed .I have done sanding soldering welding polishing deburring buffing painting keeping areas clean I love learning new thing and love learning I am passionate in all my postions I have ever held I am a dilliant self starter detail oriented accurate gets the job done team player love working with my hands eager to gain more knowledge I have also worked as a sanitation worker where I sterilized them In a chemical cleaning solution inspected them and use the autoclave finish the process of heating and preparing for packaging I made sure to practice of the sop and sap procedures and policys and standards that are required .I read the documents and Inspect the product throughly make sure all the invoice sku item numbers match also make sure it's the specifications that the customer wants. In machine operating I used the extruter theroform injection machine lever screw wrench gauges hammer were some of the tools I used to repair trouble shoot and maintain the machines also set up very organized maintain clean area do have knowledge of reading blue print and schematics and have done a lot of calibration as well. In plastic industries I did a lot of trimming buffing grinding and I also did some die casting in different aerospace companys cut trim mold cast polish measure

Work Experience

Inventory Specialist

UCI - Irvine, CA

March 2019 to February 2022

- Inventory ordering, data entry, putting racks together warehouse
- Counted and recorded quantities of the materials and items received.
- Calibration, inventory, Warehouse, Cycle Count, etc.
- Stored the articles in the proper bins or on the floor or shelves, racks.

Staff Person

Parker Aerospace - Irvine, CA

August 2018 to February 2019

- Used molding machine, did a lot of inspections
- Used the press operate soldering framers and welding pieces of frames together learning how to read blue print assembly data entry inventory audits willing to learn more

Inventory clerk

Medtronic's - Lake Forest, CA

February 2018 to February 2019

- Restocking, replenishing goods strong communication solves problems and self-starter team player.
- Inspect, checking for defaults damages

Mechanical Assembler

Dignity Health, CA

May 2018 to July 2018

- Worked as a material handler as well as an assembler.
- Calibration, inventory, Warehouse, Cycle Count, etc.
- Data entry
- Update and maintain instrument calibration, data base.
- Inventory clerk restocking, replenishing goods strong communication solves problems and self-starter team player.
- Have done cycle counts process vendors and customers orders returns Assembly have done subassembly maintaining logs records data check invoices package accordingly to customers' needs and guidelines.

Assembler / Subassembly

Irvine, CA

April 2018 to May 2018

- Have a great understanding also to read blue print
- Did subassembly fed-Ex post office ups

Mail Handler/clerk

Post offic - Riverside, CA

January 2012 to May 2018

Machine operator

- Machine operator molding machines extruder transfer thermoform plastic rotating
- Used molding machine for about a 1yr we did a lot of inspections used the press operate soldering framers and welding pieces of frames together learning how to read blue print assembly data entry inventory audits willing to learn more
- Was also a machine operator we used various molding machine rotating, extruder machines, transfer injection molding. Sorting mail weighting pallet jack shrink wrap data entry checking invoices rf scanners filing zoning packing printing.labels using fed ex ups shipments

Shipping Receiving clerk/stock

Costco Wholesale - New York, NY

January 2011 to December 2017

- Unload, load trucks use rf scanner, dollies, pallet jacks, inventory, hand trucks, setting up displays, replenish product, clean up, shrink wrap pallets
- Kept good records labeling packages, assembly sub assembly in put data

Education

Diploma in Business

John Adams High School - New York, NY

September 1978 to June 1982

High school diploma in Communications

Dental school for dental asst certificate 1989 have training - New York, NY

Skills

- Inventory (7 years)
- Packer
- Picker packer
- Picker
- Packing (6 years)
- Shipping
- Shipping receiving (7 years)
- Clerical
- Associate
- Sterile Processing (2 years)
- CGMP
- Customer Service (5 years)
- Inventory Control (6 years)
- Shipping & Receiving (7 years)
- Sanitation (3 years)
- Quality Control (2 years)
- Machine Operator (2 years)
- GMP (Good Manufacturing Practice) (3 years)

- First article (2 years)
- Final assembly (3 years)
- Final assembly (2 years)
- Calibration (2 years)
- Molding machine extruder (2 years)
- Operations (6 years)
- Materials handling

Assessments

Workplace Safety — Highly Proficient

January 2020

Using safe practices at work

Full results: [Highly Proficient](#)

Warehouse Associate — Highly Proficient

November 2019

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

Full results: [Highly Proficient](#)

Work Style: Reliability — Expert

November 2019

Tendency to be dependable and come to work

Full results: [Expert](#)

Mechanical Skills: Aptitude — Completed

December 2019

Measures a candidate's ability to understand and apply mechanical concepts and processes.

Full results: [Completed](#)

Mechanical Skills: Aptitude — Familiar

December 2019

Understanding and applying mechanical concepts and processes.

Full results: [Familiar](#)

Customer Focus & Orientation — Proficient

November 2019

Responding to customer situations with sensitivity.

Full results: [Proficient](#)

Cognitive Ability — Completed

November 2019

Combining pieces of information to form general rules or conclusions.

Full results: [Completed](#)

Work Style: Reliability — Expert

November 2019

Measures a candidate's tendency to be dependable and come to work.

Full results: [Expert](#)

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

Additional Information

SKILLS

- Clerical
- Warehouse
- Inventory
- Packing
- Picker Packer
- Cycle Count
- Shipping
- Warehouse Associate
- Shipping Receiving
- General Laborer
- Inspection
- Machine Operations patience