

Objective: Highly committed and energetic professional seeking a lasting, influential position with growth potential.

Career

Summary: Possess a ten plus year combination of shipping, production, customer service and supervisory experience. Dedicated, hardworking professional with strong interpersonal, leadership, quality, and communication skills. Strong attention to detail with a passion for continual cost cutting improvements and customer satisfaction.

Education: **Lenoir Community College** Kinston, NC
Nursing Assistant (Certificate) March. 2009

Experience: Hexacomb 12/2022 to 05/2023
Fabricator

- Perform duties to setup and operate the panel line, laminating paper onto core in accordance with customer specifications, and established quality standards.
- Review and interpret production information sheet for material needs, job specifications, and special requirements. Check and verify material in area with panel control ticket and sales order spec's. Make necessary machine and adjustments throughout run.
- Measure and set dies, slitter blades, material guides, and input length dimensions, adjust height on pull roller, pressure on compression deck, and glue coater. Run panel and check for proper dimension and adhesion.
- Monitor all equipment during operation and check finished panel to ensure quality standards are maintained. Repeatedly stack material approximately 4" to 6 ft from ground
- Maintain daily production and scrap reports. Clean and inspect dies, sharpen slitter blades as necessary. Set up printing panels as necessary. Check panels for required dimensions and material defects.
- Repeatedly move 1-2 ft., 6-15 times/minute depending on product.
- Pickup loose scrap weighing up to 24 lbs.
- Repeatedly lift product weighing approximately 3-10 lbs over the course of production shift.
- Perform other duties as assigned.

Denso 01/2022 to 11/2022
Assembly Line

- Stand in the work area to complete tasks for the duration of shift (excluding breaks & lunch periods)
- Rotate through all the task required in a particular production process.
- May operate mobile equipment such as powered industrial vehicles.
- Use tools required for the assembly process including an electric driver.
- Maintain good 5s standards in work areas.
- Provide input regarding work procedures.
- Provide input regarding process improvements.
- Work effectively as part of a team.
- Work effectively as part of a team.
- Other duties and responsibilities as assigned including all non-essential or non-major activities.

QVC 03/2020 to 12/2021
Shipping Department-(Lead Shipping Clerk)

- Held fully accountability for controlling lines and shipping activities for government, military, and commercial customers.
- Maintains production entries into the NAV system for inventory control of raw materials and finished products.

- Assists Production Planner with inventory levels to consider order demand and established delivery lead times, storage capacities, shelf life, and other factors.
- Consult with the Production Planner to obtain a manufacturing release to produce finished goods.
- Maintains equipment efficiency by enforcing operating instructions, changing over equipment, troubleshooting breakdowns, and calling for repairs.
- Oversee and coordinate receiving and warehousing activities within the facility.
- Assist Inventory Manager in the prompt performance of root cause analysis to identify and correct inventory discrepancies.

Maury Correctional Institution

12/2018 to 03/2020

Corrections-(Correctional Officer II)

- Keep the facility secured at all times per work instructions.
- Enforce rules and keep order within the facility.
- Supervise the activities of offenders within the provisional space allotted.
- Inspect amenities to ensure that they meet standards set forth in work instructions given. .
- Aid in rehabilitation and counseling of patients within the space.

H.B.Suggs

06/2007 to 12/2018

Training Department-(Training Supervisor)

- Responsible for the direct leadership and supervision of 16+ direct hires and two temporary employees and achieved significant improvements in their productivity and held daily meetings with employees.
- Assisted Site Director with educational needs, projects and events.
- Modified instructing methods and materials to accommodate needs of the customer.
- Inspect amenities to ensure that they meet standards set forth in work instructions given.
- Produce daily, weekly and monthly reports on inhabitants conduct.

Skills & Training: CRC, CNA, Hazmat shipping training, Leadership training,

References: available upon request