

**DS**

# DEMEKA SAULS LEONARD

Wilson, NC 27893

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## SUMMARY

Hardworking Assembler versed in completing mechanical assemblies and performing quality assurance checks. Hardworking and detail-oriented with skillful handling of hand tools, pneumatic tools and equipment. Promotes workplace safety and follows all established protocols.

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

## SKILLS

- Manufacturing background
- Equipment Operation
- Parts management
- Safety understanding
- Visual Inspection
- Hand tools proficiency
- Hand tool use
- Quality Assurance
- Product Assembly
- Machine Operation

## EXPERIENCE

**Mechanical Assembler** / Collin's Aerospace - Wilson, NC

12/2022 - 04/2024

- Keep accurate records of parts used during each assembly task.
- Assist in training new employees on the proper use of tools and equipment related to their job duties.
- Work cooperatively with team members to complete tasks efficiently within established deadlines.
- Participate in continuous improvement initiatives aimed at streamlining production processes.
- Ensure compliance with all company policies and procedures related to safety, product quality standards.
- Communicate effectively with supervisors regarding any issues that arise during the assembly process.
- Read blueprints and diagrams to determine proper assembly techniques.
- Assemble mechanical parts, components or assemblies using hand tools and power tools.
- Test assembled machinery for proper operation prior to shipment or installation.
- Clean work area regularly to maintain a safe working environment.
- Documented errors and quality issues for engineering department.
- Inspected, operated and tested completed products to verify conformance to customer specifications.

**Cashier** / Arby's - Wilson, NC

01/2021 - 12/2022

- Take customer orders, work cash register, bag food
- Greeted customers and answered any questions they had about the store's products and services.
- Operated cash register efficiently and accurately, processed payments by cash, check, credit card, gift card or automatic debit.
- Counted money in cash drawer at the beginning of shift to ensure that amounts were correct and have sufficient change.

- Maintained cleanliness of checkout area including countertops, registers, windowsills and floors.
- Provided excellent customer service while promoting loyalty programs to increase sales potential.
- Kept records of purchases; maintained orderly appearance of checkout area; restocked supplies as needed.

**Packer** / QVC - Rocky Mount, NC

08/2019 - 12/2021

- Make and label boxes, pack orders, stack pallets
- Unloaded and loaded trucks with merchandise for distribution.
- Organized inventory in the warehouse according to established procedures.
- Inspected packages for accuracy and completeness before shipping.
- Packed products in accordance with specified instructions.
- Wrapped items securely using appropriate packing materials.
- Labeled boxes, crates, and other containers accurately.
- Weighed packages to determine shipping costs.
- Reported any damaged goods or discrepancies between actual product received versus what was ordered to management immediately upon discovery.
- Assembled cardboard boxes according to customer specifications.
- Assembled customer orders from stock and packed items in boxes.
- Verified labels for appropriate order numbers and item specifications.

**Packer Technician** / Merck - Wilson, NC

07/2017 - 06/2019

- Operate and troubleshoot manufacturing equipment, load products on table, pack product and stack on pallets
- Inspected packages for accuracy and completeness before shipping.
- Wrapped items securely using appropriate packing materials.
- Maintained records of shipments, returns, and damages.
- Operated forklifts, pallet jacks, shrink wrap machines, and other equipment as needed.
- Accomplished production goals by working with speed and accuracy.
- Obtained, moved and sorted products and materials.
- Inspected orders for accuracy by carefully reviewing containers, products, packaging and labeling.
- Measured, weighed and counted products and materials.
- Cleaned containers, supplies or work areas using cleaning solutions.
- Examined and inspected containers, materials or products to meet quality specifications.
- Recorded product, packaging and order information on forms and records.
- Remove completed or defective products or materials, placing on conveyors or loading docks.

**EDUCATION AND TRAINING**

**Certificate in Direct Care Work**

08/2016

Wilson Community College - Wilson, NC

**High School Diploma**

06/1997

Hunt High School