

Jack Musgrove

Jack of All Trades

Lakewood, CO 80227

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they/them, nonbinary

Authorized to work in the US for any employer

Work Experience

Shipping Assistant

Canyon - Denver, CO

August 2021 to Present

- Responsible for scheduling and packing out orders according to company guarantee for swift and accurate delivery
- Organized and ensured stock of all shipping office supplies
- Performed inventory counts on all in-house product weekly
- Communicated with sales team regarding order accuracy
- Communicated with production and packaging staff to make product available for outgoing orders
- Oversaw Finished Goods storage organization during company rebranding to ensure smooth transitioning between old and new products

Packaging Technician

Canyon - Denver, CO

September 2019 to August 2021

- Compliant with MIPS quality control and appropriate dosing for different products and packages
- Top notch quality control in identifying defective packaging and products
- Efficient and quick with hand counting and machine counting methods
- Knowledgeable of MED regulations and security of facility and products
- Capable of leading a team of packagers and following directions given by other leads and managers
- Learned shipping and delivery procedures to ensure safety and quality of product is maintained

Assistant Trim Manager

Shear Solutions - Denver, CO

August 2018 to September 2019

- Charged with keeping fellow trim crew members on task throughout shifts
- Moved product on and off the tables in an organized and timely manner
- Acted as right hand of on-site managers to help meet deadlines and goals
- Practiced in different trim styles from rustic to neat
- Capable of trimming high volumes of product with a keen eye for quality
- Familiar with preparation, packaging, and sticker procedures at various facilities- concentrates, cartridges, pre-rolls, oils, edibles, flower.

Cafe Manager

Emerald City Smoothie - Denver, CO

February 2017 to August 2018

- Knowledgeable of available ingredients and health boosts and their uses
- Able to answer questions and make recommendations based on customer needs
- Created schedule for all staff bi-weekly
- Handled register drawer counts for start and end of day procedures
- Coordinated daily cleaning, food safe preparation, inventory counts, and product stocking.

Education

Associate in Biology

Metropolitan State University of Denver - Denver, CO

August 2010 to May 2012

High school diploma

Skills

- Packaging
- Quality Control
- Microsoft Office
- Communication
- Quality Assurance
- Customer service
- Leadership Experience
- Food Service
- Computer Skills
- Cash Handling
- Quality Inspection
- Shipping & receiving
- Order picking
- Picking & packing
- Shipping Receiving
- Shipping
- Windows
- QuickBooks
- Data entry
- Microsoft Excel
- Microsoft Outlook
- Mac OS
- ERP systems

- Microsoft Word
- English
- Microsoft Access

Certifications and Licenses

MED Industry Employee badge

May 2020 to May 2022

Photocopies available on request, will provide with resume for industry jobs.

Food Handler Certification

ServSafe Certification

Additional Information

References available, will provide at time of interview.