

Jamie N Driggers

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Summary

I have 21 years of experience in the manufacturing and industrial industries, including being an Order Selector, as an Order Selector/Packer and as an Expeditor/Recorder. I have experience with machinery such as cherry pickers, electronic jacks, pallet jacks, and forklifts. I also have experience with scanners and the SAP system. I have experience with Microsoft Word and Microsoft Excel. I have experience in inventory control and verifying. I hold a Management and Supervisory Diploma in Business from Ogeechee Technical College.

Experience

Hire Dynamics, Pooler, GA

Apr. 2020 to Oct. 2020

Order Picker

Processed customer orders. Prepared orders as per pick lists. Checked inventory for product availability manually, by computer. Secured and labeled containers for shipping. Transported orders to shipping locations. Processed customer orders using a bar code scanner to enter data into computer database. Operated equipment such as pallet jacks, cherry pickers. Followed all safety procedures. Assisted in inventory control. Obtained merchandise from bins and shelves. Placed merchandise on conveyors leading to wrapping areas.

Staffchex, Pooler, GA

Oct. 2019 to Dec. 2019

Order Selector

Processed customer orders. Prepared orders as per order tickets, purchase orders, pick lists. Checked inventory for product availability by computer. Collected requested stock from inventory. Generated needed paperwork for customer orders. Processed customer orders using a bar code scanner to enter data into computer database. Operated equipment such as cherry pickers. Followed all safety procedures. Assisted in inventory control.

Prologistix, Pooler, GA

Oct. 2017 to Feb. 2019

Order Selector

Processed customer orders. Prepared orders as per pick lists. Checked inventory for product availability by computer. Collected requested stock from inventory. Packed material in appropriate containers. Secured and labeled containers for shipping. Generated needed paperwork for customer orders. Processed customer orders using a bar code scanner to enter data into computer database. Shipped through Federal Express, United Parcel Service, United States Postal Service, international shipping carriers. Used shipping software. Cleaned and maintained area around packaging machines. Operated equipment such as hand trucks, fork lifts, pallet jacks, electric lifts, electronic scales, cherry pickers.

Selecsource, Pooler, GA

May 2013 to Oct. 2017

Order Selector/Packer

Processed customer orders. Prepared orders as per pick lists. Checked inventory for product availability by computer. Collected requested stock from inventory. Packed material in appropriate containers. Secured and labeled containers for shipping. Generated needed paperwork for customer orders. Processed customer orders using a bar code scanner to enter data into computer database. Shipped through Federal Express, United Parcel Service, United States Postal Service, international shipping carriers. Used shipping software. Cleaned and maintained area around packaging machines. Operated equipment such as hand trucks, fork lifts, pallet jacks, electric lifts, cherry pickers.

Viracon, Statesboro, GA

May 2006 to Feb. 2011

Expeditor/Recorder

Satisfied customer shipping requirements. Ensured timely product delivery. Served customers by processing orders, tracking deliveries. Managed standing orders. Analyzed and resolved problems related to stock availability. Coordinated timely flow of jobs between departments. Tracked products through the supply chain. Processed and published work orders, updates. Used office suite software such as Word, Excel. Used software such as SAP. Prepared and maintained computer records. Operated printers, copiers.

Simonton Windows, Lyons, GA

Dec. 2005 to May 2006

Production Worker

Determined assembly and installation sequence. Performed heavy lifting. Kept pace with repetitive work. Assembled from specification sheets. Performed finishing operations, including assembling, using screws, fastening nuts and bolts. Experienced with measuring tapes.

Viracon, Statesboro, GA

May 2000 to Dec. 2005

Recorder/Production Worker

Operated machinery used in the production process. Recorded dates and times. Assisted machine operators. Examined products to verify they met quality standards. Lifted heavy loads. Packed finished products. Counted finished products. Loaded and unloaded items from machines or conveyors. Followed instructions, written or verbal. Maintained cleanliness of assigned area. Ordered supplies. Used computers, phones, printers, copiers.

Skills

Customer Relations, Safety, Six Sigma

Certifications and Professional Licenses

Certificate: Certified Manufacturing Specialist, Ogeechee Technical Institute, 1998; Georgia Certificate: Six Sigma White Belt, Viracon, 2010; Georgia

National Career Readiness Certificate™

Bronze level attained, ACT, 10/12/2009; Georgia

Education

2014 Ogeechee Technical College, Statesboro, GA

Management and Supervisory Diploma: Business

References

Bonnie Hall, Pembroke, Ga., 912-659-3718, years known 9
Kathy Lanier, Millen, Ga., 706-558-2566, years known 21
Angel Cole, Brunswick, Ga., 912-689-6879, years known 26
Laura Rettinger, Glennville, Ga., 912-654-4121, years known 29
Marsha Fulton, Statesboro, Ga., 706-871-5928, years known 9