
JEANTERIA CRAIG

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SUMMARY

Communicative professional with over 7 years of solid background in high-volume environments focused on delivering exceptional clerical and operational support for professionals. Service oriented with sound judgment to handle diverse tasks with minimal oversight. Versatile in managing office supplies, paperwork and project needs with outstanding skills in complex problem-solving and conflict resolution

SKILLS

- Communication
- Collaboration
- Interpersonal
- Database Analysis
- Microsoft Office Suite
- Conflict Resolution
- Organization
- File Management
- Critical Thinking
- Analytical
- Problem Solving
- Documentation
- Detail Oriented
- Quality Control
- Decision Making Skills
- Time Management & Prioritization
- Data Entry
- Preventative Maintenance
- Leadership
- Chemical Handling

EXPERIENCE

AEROJET ROCKETDYNE

Camden, AR

Technical Documentation Support

2021 to Current

- Completed writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology.
- Reviewed published materials and recommend revisions or changes in scope, format, content, and methods.
- Developed and maintained platform-specific documentation, comprising operations manuals, engagement model documentation and training material or collateral.
- Maintained documents by managing files following established procedures.
- Filed paperwork according to standard operating procedures and entered data points into tracking system.

PSSI SERVICES

Arcadia, LA

ERP Coordinator

2014 to 2020

- Conducted regular safety inspections of facilities to check compliance with fire, hazard, and safety guidelines.
- Maintained lab records and testing documentation and communicated results to manager.
- Conducted inventory, resolved discrepancies, and completed paperwork to keep system accurate and current.
- Ordered supplies, inventoried chemicals and materials and summarized and recorded data to meet control and research requirements.
- Organized, analyzed, and prepared data research reports in compliance with operations and record-keeping standard.

FREEMAN & ASSOCIATES

Crossett, AR

Legal Assistant

2007 to 2013

- Handled telephone calls, meeting plans and conference organization requirements.
- Managed office scheduling and kept accurate notes on deadlines, motions, and other dates.
- Filed clients' legal documents in relevant courts for processing.
- Maintained detailed administrative and procedural processes to improve accuracy and efficiency.
- Provided administrative support to boost firm's document production and legal correspondence.

EDUCATION AND TRAINING

ASSOCIATE OF SCIENCE: CRIMINAL JUSTICE

2015

Career Technical College

- Minor in Chemistry