

Jenna Koons

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Self-motivated, multifaceted and creative employee looking for somewhere to grow my experience and knowledge in the manufacturing industry. I am positive and dependable with a love of learning.

Work Experience

Inventory Specialist

Xetawave

November 2020 to Present

Ensure inventory is accurate and keep ERP continually updated by performing monthly, quarterly and yearly audits. Order for future SMT builds. Diagnose and record failures. Work with engineering to fix failures. Run and submit monthly inventory and cost reports.

Machine Operator

XetaWave

January 2020 to November 2020

Worked with engineers to plan and setup builds on SMT machines. Checked inventory for part shortages. Ran an SMT printer to print paste on circuit boards. Ran SMT machines to place parts onto circuit boards then ran them through the over. Checked for defects before, during and after builds. Ran testing stations to verify boards were built correctly.

Kindergarten Paraprofessional

Adams 12 School District

August 2019 to January 2020

Assisted kindergarten teachers and other school staff with daily duties. Oversaw children in classrooms while teachers were working one-on-one with students. Set a positive example for children.

Ticket Agent

Parking Authority

August 2017 to July 2019

Verified parking passes for private companies. Printed notices for vehicles park in unauthorized areas. Worked solo and had to stay self-motivated as there was no direct contact with other employees or supervisors.

Parental Leave

November 2014 to July 2017

See volunteer work.

Customer Service Representative

Service Magic

September 2010 to November 2014

Worked in a very active call center answering customer calls. Worked with customers to assess their needs for home improvement professionals. Connected customers with professionals that had expertise in their required field. Oversaw and reviewed communications of three other employees.

Server

Applebee's

January 2008 to August 2010

Upheld a friendly and inviting demeanor while seating, serving, and closing out guests. Took attention to detail pertaining to orders and requests. Maintain a clean and sanitary environment.

Human Resource Representative

Keystone Resort

April 2005 to December 2007

Registered new employees in ERP system. Assigned uniforms and badges to employees. Updated employee profiles and work summaries in the ERP. Planned and oversaw employee trips and dinners. Managed two employee's daily duties.

Lift Operator

Keystone Resort

August 2004 to April 2005

Performed safety checks at the beginning and end of every shift. Ensured safety of skiers loading and unloading lifts. Maintained loading and unloading zones around chair lifts.

Education

Associates in Business

University of Phoenix

2007 to 2009

Skills

- Problem solving
- Flexible
- Creativity
- Teamwork
- Self-motivation
- Organization
- Inventory Control
- Shipping & Receiving
- Warehouse Experience
- Warehouse Management
- Procurement

- ERP Systems
- Purchasing
- Packaging
- Microsoft Excel
- Supply Chain

Certifications and Licenses

Driver's License