

Jennifer Dirks

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Authorized to work in the US for any employer

Work Experience

Quality Inspector

VESTAS BLADES - Brighton, CO

May 2015 to April 2021

Responsibilities: Train employees on building product according to Engineering drawings and to company quality standards. Inspect completed products or defects and document any non-conformities in SAP. Tag and isolate defective material with description or justification of defect. Assist Quality Engineering in determining appropriate paths forward in resolving non-conformances. Perform various inspection duties daily using calipers, height gauge and other gauges. Knowledgeable in root cause and 5Y corrective action techniques. Support production.

Production Worker

VESTAS BLADES - Brighton, CO

July 2011 to May 2015

Responsibilities: Work with warehouse to ensure all materials were available for production. Operate cranes and forklift. Reduce production errors by maintaining a safe work environment contributing to a more efficient flow of production. Inspect finished product for quality assurance before being transferred to next process. Document any non-conformities in SAP system. Ensure paperwork complete and enter data into QDA system. Train new employees on safety procedures, job related tasks, and time management.

Mail Sorter

FOCUS DIRECT - San Antonio, TX

January 2011 to April 2011

FOCUS DIRECT

Responsibilities: Operate automated inserter equipment and monitor production to ensure machines ran properly. Put materials in machines to be inserted in envelopes. Occasionally insert material in envelopes by hand when required. Sort mail by zip codes and ensure mailings comply with USPS regulations. Prepare mail to be shipped out.

Production Worker

UNITED PET GROUP - San Antonio, TX

August 2010 to January 2011

Responsibilities: Worked on production cycles in multiple assembly lines to prepare and package product for shipment. Inspected finished goods for quality assurance before being packaged for shipment to customers. Loaded packaged products on pallets for shipment. Reduce production errors by maintaining

a safe work environment. Train new employees on safety procedures, customer relations, and time management.

Live-in Nanny

Michelle Dennis - San Antonio, TX
February 2009 to August 2010

Responsibilities: Function as primary caregiver for three small children (ages 3,4, and 7) Monday through Friday. Uphold standards set forth by parents regarding safety, discipline, and household cleanliness. Plan fun activities to develop cognitive, numerical and verbal skills. Remain organized and punctual particularly for the purpose of school. Ensure employer peace of mind by transporting oldest child to school, helping with homework, and meeting all the children's needs. Provided basic household care, such as laundry, dishes, and meals. Change diapers and potty train.

Production Worker

TOM CHAMBERLAIN POTTERY - Brooksville, FL
April 2007 to January 2009

Responsibilities: Reduced production errors by maintaining a safe work environment. Press clay into molds with hydraulic press. Change molds for press. Trim, clean and glaze product. Load and unload product in kilns for firing. Inspect finished goods for quality assurance before being packaged for shipment to customers. Package product for shipment and enter invoices in computer. Operate forklift.

General Merchandise Manager

ALBERTSONS - Longmont, CO
November 1998 to January 2007

Responsibilities: Responsible for all facets of the General Merchandise department including, but not limited to: Ordering, stocking, cleaning shelving, facing department, merchandising product, and organizing back storage. Deliver prompt and friendly service to all customers. Build planograms for weekly sets, special events and seasonal programs. Perform periodical inventories. Order seasonal products. Perform periodical inventories. Unload pallets of product off trucks using electric pallet jack. Train new employees on safety procedures, customer relations, and time management. Maintain a clean and safe workspace for customers and employees to conduct business. Supervise team members of department to deliver efficient store operations. Write work schedule for team members.

Lobby Supervisor

ALBERTSONS - Longmont, CO
November 1997 to November 1998

Responsibilities: Supervise department team members to deliver efficient store operations. Write work schedule for team members. Deliver prompt and friendly service to all customers. Stock shelves, clean shelving space, face the department and organize back storage. Perform periodical inventories. Manage multiple transactions and sales from customers daily in a fast-paced environment. Manage incoming product through receiving. Train new employees on safety procedures, customer relations, and time management.

Education

24 credit hours in General Studies

AIMS COMMUNITY COLLEGE - Greeley, CO

September 1982 to June 1983

HIGH SCHOOL DIPLOMA

BERTHOUD HIGH SCHOOL

March 1979 to June 1982

Skills

- Self-motivated, organized
- Active listener
- Time management
- Transferable skills
- Manufacturing
- 10 key
- Data entry
- Planograms
- Microsoft Word, Excel
- Quick books
- Telxon
- UPS software
- Hydraulic press
- Inventory counts
- Quality inspection
- Forklift
- walkie stacker
- electric jack
- pallet jack
- ERP
- SAP
- QDA
- Calipers
- Barcol tester
- Shore-D
- Assembly
- Quality Assurance
- Merchandising
- Quality Control

- Shipping & Receiving
- Materials Handling
- Basic math
- Pricing

Assessments

Working with MS Word documents — Proficient

March 2021

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Proficient](#)

Attention to detail — Proficient

March 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Project timeline management — Proficient

March 2021

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Proficient](#)

Supervisory skills: Interpersonal skills — Highly Proficient

March 2021

Fostering a collaborative environment and conducting difficult conversations

Full results: [Highly Proficient](#)

Filing & organization — Highly Proficient

March 2021

Arranging and managing information or materials using a set of rules

Full results: [Highly Proficient](#)

Following directions — Highly Proficient

March 2021

Following multi-step instructions

Full results: [Highly Proficient](#)

Workplace English — Expert

March 2021

Understanding spoken and written English in work situations

Full results: [Expert](#)

Numerical reasoning skills — Proficient

March 2021

Quickly and accurately performing basic mathematical operations, recognizing numerical sequences, and interpreting graphs

Full results: [Proficient](#)

Veterinary receptionist skills — Highly Proficient

March 2021

Managing practitioner schedules and maintaining accurate patient records

Full results: [Highly Proficient](#)

Forklift safety — Expert

March 2021

Best practices and safety hazards in forklift operation

Full results: [Expert](#)

Office manager — Proficient

March 2021

Scheduling and budgeting

Full results: [Proficient](#)

Written communication — Proficient

March 2021

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Proficient](#)

Basic computer skills — Highly Proficient

March 2021

Performing basic computer operations and troubleshooting common problems

Full results: [Highly Proficient](#)

Typing — Proficient

March 2021

Transcribing text using a standard keyboard

Full results: [Proficient](#)

Retail customer service — Proficient

April 2021

Comprehending and responding to retail customer needs

Full results: [Proficient](#)

Mechanical skills: Monitoring — Highly Proficient

April 2021

Understanding of machine dials, gauges, displays, and data charts

Full results: [Highly Proficient](#)

Warehouse shift leader — Highly Proficient

May 2021

Supervising warehouse staff and maintaining safety and security standards

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.