

Jeriesha Brown

Midway, GA 31320

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+1 912 463 0231

- Dependable leader with excellent communication skills
- CDL A license with valid DOT Medical Card and Proficient in Microsoft Office Suite
- Graduating with a Bachelor's of Arts in Psychology on 08/22/2021

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Production Operator

Johnson Matthey - Savannah, GA

April 2022 to Present

- Responsible for operating in a safe, productive and high-quality manner

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These duties may include loading / unloading, inspection, packing, material movement, recording production statistics, operating or monitoring equipment operation and/or processes

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Additionally, they are expected to actively participate in problem solving activities to help the team meet its goals

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Adheres to safety standards at all times

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Identifies opportunities to improve safety

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To carry out standard operations effectively in a safe manner to a high-quality standard

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Checks quality of work according to JM and customer specifications

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Accountable for following standard processes to complete tasks

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Escalates issues to ensure a timely resolution

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Identifies and escalates opportunities for improvement

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Supports CAPS implementation, as part of this using lean tools such a problem solving and 5S

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Identifies opportunities for continuous improvement and the implementation of best practice principles, to enhance performance and operations

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Supports in the training of other Operators

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Works in accordance with procedures and rules

General Production Worker

Brasseler USA - Savannah, GA

September 2021 to December 2021

- trim the part to shape and form to the size following the model using scissors
- Thermal form aligners and retainers using Great Lakes Biostar Scan and fabricate Reveal Aligners using thermal forming material
- Ability to communicate, understand instructions, read / comprehends polices and procedures as well as other company information
- Ability to identify problems and communicate them to department lead
- Learns basic tooth morphology and anatomy
- Hand dexterity and attention to detail
- Ability to work in a fast-paced environment
- Inventory boxes and other miscellaneous materials
- Assist with bagging/packing procedures and scanning aligners

Finance Clerk

Patriot Enterprises LLC - Hinesville, GA

April 2021 to May 2021

- Greet customers and assist customers in completing different forms
- Manning front customer service counter
- Briefing soldiers
- Comply with the Privacy Act and all applicable agency regulations on individual privacy
- Conduct in-processing PCS out-processing finance transactions
- Answer personal inquiries about military or travel pay
- Review and process financial documents
- Ensure financial documents are complete and accurate, returning documents that are submitted that are incomplete or incorrect

Ammunition Specialist/Supply Clerk

U.S. Army - Joint Base Lewis McChord, WA

April 2018 to March 2021

Performed ammunition supply stock control and accounting duties using manual procedures

Ability to keep accurate records

Receive, inspect, inventory, load/unload, store, issue and deliver supplies and equipment

Operate unit level computers

Maintained and developed positive business relationships with a customer's key personnel involved in logistic activities; Inventoried ammunition and ensured that quantity and type was accurate; Loads magazines with ammo; Miscellaneous cleaning tasks; Separate ammunition by size; Licensed on multiple military vehicles; load and unload ammunition; Security and accountability of all material; Proficient knowledge in operating office equipment such as personal computers, facsimile machines, industrial shredders, scanners, and copiers.

- Stored and issued ammunition for unit readiness at a M249/M240 range
- 95% of soldiers qualified without any ammunition issues

Administrative Support/Clerk

U.S. Army - Joint Base Lewis McChord, WA

October 2019 to January 2020

Front desk admin duties including redirecting customers, answering phone calls and transferring phone calls, assisting customers signing into CMT, taking out trash and recycling, assist with reception class setting up accounts and appointments, give customers information about different services and programs, unlock doors to classrooms, restock printer paper, clep books, magazines, and make copies of different flyers. Assists with front desk; Proficient knowledge in operating office equipment such as personal computers, facsimile machines, industrial shredders, scanners, and copiers. Responsible for properly briefing oncoming shift and debriefing at the end of shift

- Prepared 20-50 incoming soldiers every day to set up a GoArmyEd account and an e Benefit account

Housekeeping Supervisor

Econo Lodge - Savannah, GA

December 2017 to January 2018

(Temp job) Inventoried stock to ensure adequate supplies; Trained housekeeping employees; Investigated complaints regarding housekeeping service and equipment and took corrective action; Supervised work activities of cleaning personnel to ensure clean, orderly attractive rooms; Assigned workers their duties and inspected work for conformance to prescribed standards of cleanliness; Prepared reports concerning room occupancy;

- Housekeeping room issues declined due to re training all 6 employees

Housekeeper

Fairfield Inn & Suites - Hinesville, GA

May 2017 to October 2017

Provide and ensure that customers receive good quality service at any given time; Document that all rooms were completed at the end of the day;

Made beds, changed linen and stocked bathrooms, vacuumed, emptied trashes, etc.; Used chemicals to disinfect furniture; Answered customer questions, addressed complaints or fulfill specific requests in a timely and polite manner.; Observe precautions required to protect hotel and guest property, and report damage, theft, and found articles to supervisors

- Customer satisfaction increased by 5%.

Assistant

Liberty Realty Executives - Hinesville, GA

May 2014 to August 2015

Supervisor: Pam Lovett

(912) 977-4626

Prepared Listing Agreements, Purchase Agreements, Disclosures as well as obtained signatures by meeting with clients or via DocuSign; Implemented and maintained follow up system for all incoming leads from internet, telephone, sign calls; Ensured the maintenance and accuracy of the client data base system; Inputted all listing information into MLS and marketing websites; Maintained clean area by vacuuming and watering plants

- Productivity increased by 10%

Education

Bachelor's in Psychology

Brandman University - Joint Base Lewis McChord, WA
August 2016 to August 2021

High school diploma

Liberty County High School - Hinesville, GA
August 2011 to May 2015

Skills

- Microsoft Office (2 years)
- 45 gwm (1 year)
- Public Speaking (1 year)
- Clerical (1 year)
- Warehouse (Less than 1 year)
- People Person (10+ years)
- Typing (8 years)
- Troubleshooting (1 year)
- Cleaning (Less than 1 year)
- Secretarial (2 years)
- Receiving (Less than 1 year)
- Pricing (Less than 1 year)
- Military Experience (2 years)
- Customer Service (2 years)
- Logistics
- Written Communication (5 years)
- Administrative Assistant (1 year)
- Transportation
- Microsoft Outlook
- Human Resources
- Load & Unload
- Case management (Less than 1 year)

Awards

Army Achievement Medal

September 2018

- Distinguished honor graduate that distinguished myself by meritorious service/achievement

Certifications and Licenses

Microsoft Office Specialist (MOS)

May 2014 to Present

- Professional who has completed a series of certification exams to demonstrate high proficiency in Microsoft's Office software suite

Ammunition Handler Card

September 2018 to April 2021

- Ammunition Request Procedures
- Receiving Training Ammunition
- Receiving Combat Load Ammunition
- Transportation Requirements
- Malfunctioning Reporting
- Ammunition Turn-In Process
- Document Reconciliation Process

CDL A

Secret Clearance

Assessments

Administrative Assistant/Receptionist — Familiar

October 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Familiar](#)

Workplace English — Highly Proficient

September 2020

Understanding spoken and written English in work situations.

Full results: [Highly Proficient](#)

Filing & Organization — Expert

October 2020

Arranging and managing information or materials using a set of rules.

Full results: [Expert](#)

Working with MS Word Documents — Highly Proficient

October 2020

Knowledge of various Microsoft Word features, functions, and techniques.

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.