

Jessica Gresham

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Authorized to work in the US for any employer

Work Experience

Logistics Coordinator

Caterpillar - Hodges, SC

October 2021 to Present

Keeping a full finished goods inventory.

Sorting through sales orders and matching the finished goods with the correct quantity.

Calling and/or emailing customers.

Setting up shipments.

Processing RMAs.

Working with other departments to make sure the product gets finished and quality approved.

Reporting outbound materials.

Sending daily reports out to managers each morning.

Working on shipping dock to make sure the right material is getting loaded by forklift driver.

Communicating with truck drivers to make sure they're picking up the correct material

Manages all shipments of products.

Communicates with customers, customer service, and quality about shipments.

Track and updates the status of outgoing shipments.

Helps Quality with researching inventory problems and helps to correct them.

Daily cycle counts.

Prepares shipments.

Files paperwork.

Creates BOLs for shipments.

Checks in drivers.

Communicates with customers on how they want the orders shipped, and what carrier they want to use.

Reports outbound material

Customer Service Representative- Paint

Lowe's Home Improvement - Greenwood, SC

March 2021 to Present

Help customer select and find the right item

Answering any questions customers may have

Answering the phone

Mixing paint

Recommending add on items

Keeping work area clean and safe

Stocking

Resolving customer issues

Taking customer orders

Manufacturing Technician II

FujiFilm - Greenwood, SC

April 2018 to September 2020

Exit end operations for aluminum printing plates.

Transporting materials to and from shipping docks with forklift.

Printing and scanning kanban papers for inventory purposes.

Maintaining a clean and safe work environment.

Operating machinery for exit end operations.

Assemble and band kits for shipping.

Performs quality inspection to ensure that products meet quality specifications.

Maintain records for raw materials.

Help keep records for inventory.

Running coating products for ink jet paper and clear overlay.

Bottling chemicals, which includes weighing and measuring bottles with chemicals for Fusion.

Left because of workforce reduction due to sales being low because of Covid 19

Ancillary Finishing

FujiFilm - Greenwood, SC

March 2012 to September 2017

Ran the department late list.

Trained new employees.

Applied photos to products

Packed and shipped customer orders.

Education

High school or equivalent

Clinton High School - Clinton, SC

August 1999 to May 2002

Skills

- Manufacturing
- Kanban
- Forklift
- Supply Chain
- Logistics
- Communication skills
- Customer service
- Data entry
- Microsoft Office
- Organizational skills
- Microsoft Excel

- Typing
- Microsoft Office
- Customer service
- Forklift
- Supply chain
- Assembly
- Manufacturing
- Kanban
- Microsoft Word
- Microsoft Excel
- Organizational skills
- Microsoft Outlook
- Logistics
- Shipping & receiving
- Inventory control
- Windows
- Communication skills
- Computer skills
- Computer literacy
- Phone etiquette

Certifications and Licenses

Driver's License

Forklift Certification

Present