

Kenneth Jones

Fort Collins, CO 80525

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Work Experience

RMA Coordinator

Otter P Otter Products LLC - FORT COLLINS, CO

May 2020 to November 2022

- Track, process and manage returned inventory
- Collaborate with customer service and external warehouse teams
- Conduct product quality checks
- Excellent time management and Organizational skills

Material Handler

Otter Products LLC - FORT COLLINS, CO

December 2019 to May 2020

- Pick & pack; load and unload semi-trucks
- Operate P.I.T equipment and cold seal machine
- Shipping Platforms (FedEx, UPS and Freight)

Configuration Supervisor

Otter Products LLC - FREDERICK, CO

March 2013 to December 2019

- Manage up to 30 direct reports and 150 temp. employees
- Oversee completion of 75k to 100k units per shift
- Hire and train new employees
- Earned Flying Otter award.
- Lead the team with an importance on safety
- Attention to detail and problem solving.
- Coached and mentored other employees into new Roles and positions

Table Captain

Otter Products LLC - FREDERICK, CO

March 2012 to March 2012

- Train and manage 20 temp. employees
- Track daily production numbers and data

Education

Diploma

Fort Collins High School

1998 to 2002

Skills

- M3 Lawson. Agile PLM. Enterprise reporting, E.R.P systems. Microsoft Excel and Word. People management and training. Warehouse Safety And a positive attitude! Taking care of the best and coolest dog in the world! Good sense of humor. Fast learner. Up for a challenge. Team player.