

LaTashie Allen
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Professional Profile

Driven, focused and competent administrative professional with more than five year experience supporting teams, meeting agency goals and managing multiple stakeholder's and visions. Regularly able to anticipate opportunities and challenges within organizations and communicate in them ways that energize people, teams and customers.

Related Experience

Production Technician

Yoh Service LLC / Beckman Coulter
2018 to Present

May

Chaska, MN

- Package Hematology Controls and Calibrators.
- Handle all chemical and other hazardous materials according to the Material Safety Data Sheets.
- Support and maintain 5S activities in area.
- Responsible for monitoring and maintaining Training requirements in Master Control, Knowledge Connection and Danaher Connect.
- Required to accurately record information within documentation while maintaining strict adherence to FDA, GMP and ISO.
- Followed precise instructions, keeping the lab clean.

Quality Control Inspector / Assembly Line Worker

Sanderson Farms
2016 to April 2018

February

Summit, MS

- Reviewing final products to ensure quality specifications are met by performing visual inspection of GMP's.
- Assuring temperatures in all product are within guidelines by monitoring with a thermometer on an hourly basics.
- Assuring poultry samples and identification tags are collected and mailed to the laboratory for analysis.
- Assuring that all inspected and passed carcasses and parts bear their containers the mark of federal inspection.
- Verified and evaluate the effectiveness of a plant's Sanitation Operating Procedures.
- Performed a variety of tasks to assure speedy and efficient movement of the assembly line.

Inventory Control
2016

April 2016 to December

Cornerstone Staffing /Axis Dental

Coppell, Texas

- Responsible for monitoring all inventory levels and submitting a weekly report to management.
- Assisted order pickers in developing more accurate and efficient ways to pick products.
- Worked with warehouse crew to do physical inventory once each quarter.

Team Leader / Scanner

January 2016 to April 2016

Cornerstone Staffing/ Southwest Solutions

Dallas, Texas

- Develop strategies for the team to use to reach it goals.
- Provided any training that team member need.
- Communicate clear instructions to team members.
- Monitor team members to ensure the quality of their work and also to see if any additional training is needed.
- Manage the flow of day-to-day operation.
- Distribute reports to the appropriate personnel.

Customer Service Representative

April 2015 to January 2016

Cornerstone Staffing / Mastec (Direct TV)
Carrollton, Texas

- Answered and resolved clients inquires through the use of effective listening, written and verbal communication skills.
- Used computerized scheduling system to schedule/reschedule appointments.
- Provided accurate and detailed information and updates clients records using the various management information systems used at Mastec.
- Responsible for sending detailed confirmation to the client detailing where and when the appointment is, providing directions as needed, providing applicable and specific home instructions.

Executive Assistant

August 2010 to March 2015

Milwaukee Excel High School

Milwaukee, Wisconsin

- Responsible for assisting administrator with recruiting and terminating.
- Oversee office assistants; managing their weekly schedules.
- Led yearly enrollment initiatives and daily attendance and lunch counts.
- Handled student and staff concerns and issues.
- Logged phone messages into computer system and email staff.
- Greeted walk-in visitors, assisted with in/out calls.
- Created shipping labels and scheduled daily pickups
- Schedule equipment maintenance and order supplies

Leasing Consultant
Wilkerson Properties

April 2006 to January 2015
Milwaukee, Wisconsin

- Marketed vacant apartments.
- Greeted prospective clients and arranging visits to showcase apartments.
- Collected necessary documents from prospective clients and verified their authenticity.
- Informed clients about approval and denial.
- Collected monthly payment from residents and issuing them receipt.
- Maintained logs on maintenance work done in apartments.

Assistant Supervisor / Quality Control Inspector /Machine Operator
Pereles Bros Injection Molding

October 1994to March
2006

Milwaukee, Wisconsin

- Develop strategies for the team to use to reach it goals.
- Provide any training that team members need.
- Monitor team members to ensure the quality of their work.
- Manage the flow of day-to-day operations to report to appropriate personnel.
- Responsible for operating machinery and soldered when needed.

Education

University of Milwaukee–Hours obtained
McComb High School-High School Diploma

References:

Provided upon request