

LADASHIA JENKINS

Logistics

PROFESSIONAL SUMMARY

Logistics professional with 9+ years of experience in inventory management, quality assurance, and order fulfillment. Demonstrates expertise in HACCP, supervision, and forklift operation, ensuring compliance and accuracy in all processes. Committed to optimizing supply chain efficiency through meticulous attention to detail and advanced problem-solving skills.

EMPLOYMENT HISTORY

STAND UP FORKLIFT OPERATOR

2024 - Present

Schnellecke Logistics

Chattanooga

- Operate stand-up forklift efficiently, ensuring timely material handling and inventory management. Maintain safety protocols, reducing workplace incidents.
- Meticulously organize warehouse layout for optimal space utilization. Conduct regular equipment checks, minimizing downtime and enhancing operational efficiency.
- Streamlined material handling processes, boosting warehouse efficiency and reducing order fulfillment time. Implemented safety measures, resulting in fewer incidents.

RECEIVING CLERK

Sep 2021 - May 2024

Total Network Manufacturing

Chattanooga, TN

- Received incoming shipments and checked for accuracy of items and quantity against invoices and purchase orders.
- Updated inventory records to reflect new stock levels.
- Verified that all merchandise was in good condition upon arrival, and reported any discrepancies or damages immediately.
- Unloaded delivery trucks, containers, and pallets using hand truck, forklifts or other equipment as needed.
- Completed necessary paperwork including packing slips, bills of lading, receiving reports accurately and on time.

QUALITY ASSURANCE FOOD SAFETY TECHNICIAN

2019 - 2021

Koch Foods

Chattanooga, TN

- Conducted internal audits and performed plant inspections every hour.
- Trained quality control and production team members in updated policies and work instructions.
- Maintained compliance with USDA standards by keeping documents, policies and records current and accurate.
- Reported non-conforming results and trends to supervisor for corrective action.
- Understood and followed oral and written directions.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Demonstrated leadership by making improvements to work processes and helping to train others.

INBOUND STOWER

Nov 2018 - Mar 2019

Amazon

Chattanooga, TN

- Used handheld scanner to sort products onto appropriate shelves daily.
- Continuously pulled items weighing up to 50 pounds off carts and placed on correct shelves.
- Corresponded with establishment representatives to rectify damages, shortages or nonconformance to specifications.

STOCK ASSOCIATE

May 2017 - Oct 2018

Walmart

Hixson, TN

- Communicated with customers to answer questions.
- Followed instructions to properly arrange merchandise items.
- Carried out duties within fast-paced retail environment, providing organized stocking methods and plans.
- Assessed floor displays to restock merchandise.
- Organized storage of articles in bins, floor, shelves and assigned areas according to product categories.
- Replenished inventory with focus on addressing customer needs.
- Stocked pallets throughout shift to keep warehouse clean, maintained and organized.

- Stocked shelves with new merchandise and checked for outdated or damaged items.
- Lifted materials of varied weights on regular basis.
- Replenished items to maintain stock availability.
- Moved and rebuilt shelves, racks and displays to increase visibility of merchandise.

OUTBOUND PICKER

Amazon

Feb 2016 - Apr 2017
Chattanooga, TN

- Fulfilled orders quickly to accomplish challenging daily objectives.
- Selected products and items from shelves and pallets for customer orders.
- Achieved productivity and accuracy standards to meet company guidelines.
- Confirmed items picked for orders by keying codes into system.
- Used RF scanner to load totes, pallets and carts onto trucks for customer delivery.
- Carried or transported orders to shipping locations or delivery platforms with material handling equipment.
- Read orders to obtain item numbers and located merchandise in bins or on shelves.
- Read orders to verify attributes and quantities of merchandise.

ASSEMBLY LINE PRODUCTION WORKER

Neaton Rome

Jan 2015 - Jan 2016
Rome, GA

- Contributed to team-based environment to maintain line productivity and meet expected deadlines.
- Completed component assembly with minimal supervision to meet deadlines.
- Sorted and placed materials or items on racks, shelves or in bins according to predetermined sequence.
- Built and packaged products to comply with multiple work orders and deadlines.
- Boxed, labeled and moved items to keep production lines moving swiftly.

EDUCATION

HIGH SCHOOL DIPLOMA

Hixson High School

Dec 2012
Hixson, TN

ACCOUNTING

Georgia Northwestern Technical College

Rome, GA

SKILLS

Data Entry, Testing, Food Safety, Supervision, Leadership, HACCP, Forklift, Barcode scanning, Invoice Verification, Receiving, SAP, Inventory management, Quality assurance, Auditing, Compliance, Customer service, Stocking, Order fulfillment, Assembly.