



LAKISHA JONES

CONTACT

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SKILLS

- Certified Heavy Equipment
- Safety procedures
- PRE operational inspection
- Material movement
- Construction Background
- Spot Welder
- Inventory reporting
- Forklift driver
- Product loading and unloading
- Team Leader
- RF scanning
- Supply chain and Inventory management
- Problem-Solving
- Computer Literacy
- Project Management Tools
- Strong Communication
- S.A.P
- Quality Control
- Assembly /Warehouse/Material Handler
- Metal stamping

EDUCATION

SECONDARY SCHOOL

Jacob's Creek Job Corp
2003 - 2004

PROFILE

I am a qualified and Heavy equipment operator with 20+ years of experience in warehouse, assembly, and production. Strong creative and team building skills. Team player with an eye for detail.

EXPERIENCE

RV PARTS MANUFACTURER

- Airxcel
2022 - Present
- Assembly
 - Spot Welder
 - Forklift Driver
 - Steel Stamping

INVENTORY TEAM LEAD

- TVS Logistics/VW
2020 - 2021
- Supported senior leadership by collecting and maintaining vendor and organizational quantity,type,and support value records for VW.
 - Forklift Operator

FORKLIFT OPERATION/MATERIAL HANDLER

- Schnellecke
2018 - 2020
- Divided and sorted product shipments received using account information and shipping labels
 - Consistently met deadlines fo4 loading and unloading trailers to meet departure and arrival deadlines.
 - Load and Unloading trucks on the Dock

FORKLIFT OPERATOR/Material Handler

IVCUSA
2015-2017

- Divided and sorted product shipments received using account information and shipping labels.
- Maneuvered forklift over and around loaded pallets, boxes and other materials.
- Consistently met deadlines for loading trailers to meet departure deadlines.
- Picked up warehouse debris and deposited waste into appropriate piles and stacked baled trash.
- Drove industrial vehicles and equipment to transport goods and materials, load and unload designated trailers and route trucks.
- Inspected lifts before use to prevent damage to goods.
- Immediately reported any safety and quality issues to management.
- Ran automatic packaging machines to process waste and prepare shipments.
- Carefully and precisely manipulated controls of fork truck-powered vehicles to navigate throughout facility, thoughtfully selecting routes to avoid obstructions and crowded areas.
- Secured loads on pallets to minimize damage and worker injuries.
- Relocated goods from dock area to appropriate storage locations.
- Load and Unload materials to line as needed for production.

Cherry Picker Operator

Chattanooga, TN

Kenco Logistics/ Feb 2017 to Jul 2017

- Selected and transported items using forklift to complete customer orders.
- Loaded and unloaded trailers and trucks using picker and reach truck.
- Arranged items on pallets according to size and weight.

Inventory Clerk/ICQA Warehouse Associate

Chattanooga, TN

Amazon/ Aug 2014 to Jul 2015

- Logged unit quantities and entered data into inventory database.
- Inventoried items with daily cycle counts and monthly audits and investigated discrepancies to maximize data accuracy.
- Managed warehouse system updates to increase productivity and reduce errors.

Quality Control Inspector/VW

Chattanooga, TN

The Pic Group Inc/ Apr 2013 to Jul 2014

- Inspected and repaired products to meet project expectations.
- Inspected repairs and modifications made to Cars and Parts for VW.
- Completed non-destructive tests and visual inspections continuously.
- Used specialized tools to take precise measurements of various aspects of samples.
- Assessed materials, parts and products for conformance with quality control requirements and production specifications.

- Trained newly hired employees by explaining company procedures, job duties and performance expectations.

Warehouse Production Worker/VW

Chattanooga, TN

Chattanooga Seating Systems/ May 2012 to Feb 2013

Built Automotive Seats, Seat heating systems and controls for VW.

Forklift Operator

Chattanooga, TN

Olsten Staffing/ Sep 2011 to Mar 2012

- Divided and sorted product shipments received using account information and shipping labels.
- Maneuvered forklift over and around loaded pallets, boxes and other materials.
- Consistently met deadlines for loading trailers to meet departure deadlines.
- Picked up warehouse debris and deposited waste into appropriate piles and stacked baled trash.
- Drove industrial vehicles and equipment to transport goods and materials, load and unload designated trailers and route trucks.
- Documented all tally sheets, slot changes, shuttle transfers and other paperwork.
- Inspected lifts before use to prevent damage to goods.
- Immediately reported any safety and quality issues to management.
- Transported material to correct locations and documented inventory changes.
- Maintained current forklift training and certification as required by company policies.
- Unloaded incoming items from trucks and rail cars and transported materials to staging area.
- Logged weight and destination production data in detailed daily logs for management review.
- Noted and recorded receipt of materials on drivers' paperwork.
- Tied and secured loads to prevent shifting or damage to items.
- Weighed materials and recorded weights on tags, labels and production schedules.
- Positioned lifting devices around loaded pallets, skids and boxes to secure materials for transport to designated areas.
- Accurately measured and recorded product weight, dimensions or other production data for use in tag and label creation.
- Relocated goods from dock area to appropriate storage locations.

Tugger Driver/VW

Chattanooga, TN

CEVA Logistics Inc./ Jul 2011 to Sep 2011

- Loaded, unloaded, transported and stacked materials through careful

operation of Tugger for VW.

Heavy Equipment Operator

Chattanooga, TN

Able Body Labor/ May 2011 to Jul 2011

- Operated excavators and other construction equipment to properly grade land.
- Transported materials around construction sites to work locations.
- Employed heavy equipment operation best practices resulting in minimal complaints or incidents.
- Performed pre-shift and post-shift equipment inspections and completed all reports accurately to support company policy.
- Operated front end loader to move dirt and different base materials.

Maintenance Worker

Chattanooga, TN

Holiday Inn Express Hotel/ Apr 2010 to Dec 2010

- Assessed system operations to identify potential areas requiring maintenance services.
- Removed snow from sidewalks, driveways, and parking areas.
- Diagnosed and repaired mechanical issues according to industry standards.
- Repaired equipment and machinery, performing maintenance according to updated industry standards.

Laboratory Technician

Chattanooga, TN

ZLB Plasma/ Jun 2008 to Oct 2008

- Recorded known control values from technical instruments to boost reliability and accuracy in test results reporting.
- Performed wide variety of more difficult and critical tests for special applications, including developing specific methods.
- Prepared project files for compliance with operating procedures.
- Prepared test samples and obtained and recorded test data in accordance with standards.
- Gathered biological samples for laboratory tests.
- Communicated with outside parties and laboratory management regarding test results.
- Collected, labeled and stored lab samples according to laboratory specifications.
- Audited specimen integrity and identification classifications to maintain accurate records.

Assistant Manager

Chattanooga, TN

Diamonds and Lace/ Jun 2006 to Jun 2008

- Maintained inventory accuracy by counting stock-on-hand and reconciling discrepancies.

- Planned and prepared workflow schedules, delegating tasks for team members.
- Trained team to deliver outstanding customer service, boosting customer satisfaction.
- Mentored staff to enhance skills and achieve daily targets, using hands-on and motivational leadership.
- Drove operational efficiency, building customer rapport to foster loyalty and increase sales.
- Initiated inventory control measures to manage and replenish stock, maintain cost levels and meet customer demand.

Retail Sales Associate

Chattanooga, TN

Target/ Apr 2007 to Jul 2007

- Helped customers by answering questions and locating merchandise.
- Followed all company policies, rules and procedures to promote company goals and maintain safety.
- Assessed assigned areas and displays to maintain presentable condition, restocking and reorganizing merchandise as needed.
- Completed all assigned training to stay updated on important policies and procedures.
- Monitored sales floor to identify customers in need of assistance and merchandise in need of replenishment.

Cashier Team Lead

Chattanooga, TN

Krystal Restaurant/ Dec 2006 to Apr 2007

- Answered customer quests, provided store information and escorted to desired store areas.
- Oversaw work of cashiers to identify strengths and weaknesses in customer service, payment processing or merchandising plans and maximize performance.
- Trained new team members in cash register operation, stock procedures and customer service.
- Helped customers find specific products, answered questions and offered product advice.
- Learned roles of other departments to provide coverage and keep store operational.

Bakery Associate

Chattanooga, TN

Wal-Mart Supercenter/ Jun 2005 to Jan 2006

- Operated all bakery equipment, including ovens, proofers, fryers, sheeters, rounders, scales and mixers.
- Monitored on-hand items to proactively replace low stock and keep product levels within optimal tolerances to meet expected demands.

- Packaged bakery items and purchases in boxes and bags for customer carrying convenience.

Housekeeping Room Attendant

Chattanooga, TN

InTown Suites/ Jan 2005 to Jun 2005

- Inspected each room for cleanliness, utilizing checklist to meet company standards.
- Removed soiled linens and articles from rooms and delivered to laundry area.
- Checked bathrooms, restocking towels, rugs and toiletries before guest check-in.
- Maintained lobbies, guest rooms and halls, keeping safe environment for patrons.
- Attended to guest rooms, including sweeping, mopping, and vacuuming.

Childcare Provider

Chattanooga, TN

Childcare Network/ May 2004 to Apr 2005

- Organized and planned age-appropriate reading, crafts and music lessons.
- Assisted children in development of social, communication and problem-solving skills.
- Used techniques such as positive reinforcement and behavior modeling to instill discipline in children.
- Tidied up, washed hands and assisted children in bathroom.
- Recorded behavior, food and medication dispensing information.
- Discussed developments, behavior and concerns with parents or guardians.
- Balanced schedules to promote optimal rest, play and educational periods.
- Sanitized high-touch surfaces, including toys and tables to maintain clean, safe environment.
- Secured indoor and outdoor premises to protect children.
- Completed daily paperwork for agencies such as Child Protection Services and Resource and Referral Centers.
- Prepared meals, snacks and refreshments while accounting for dietary needs and restrictions.
- Developed and implemented age-appropriate lesson plans.
- Assisted children in developing fine motor skills in preparation for preschool and kindergarten.
- Updated detailed records for each child with information such as daily observations, meals served and medications administered.
- Kept children safe and secure at all times.
- Maintained organized and clean classroom and play areas.
- Taught children how to complete basic crafts such as paintings, drawings and decorations.
- Implemented and oversaw activities centered on promoting learning and imaginative play.

- Encouraged positive behaviors, including patience with teachers and fellow kids.
- Promoted physical, emotional, intellectual and social development through well-planned classroom lessons, games and outside activities.

Laborer/Student

Bristol, TN

Us Job Corps/ Oct 2003 to May 2004

- Worked with I.U.O.E in Various environments.
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- Trained in how to complete skilled job tasks using Heavy Equipment.
- Mixed, poured and spread concrete, asphalt and other materials with high accuracy to meet project requirements.
- Kept machinery clean, lubricated and well-maintained for optimum use.
- Leveled earth around completed work to provide proper drainage, protect underground piping and ready ground for planned landscaping.
- Dug ditches and trenches at target locations and backfilled excavations.
- Decreased safety accidents by closely monitoring coworkers, tasks and construction areas.
- Efficiently operated Heavy Equipment , monitoring equipment availability and conditions to manage safety.
- Read written instructions carefully and communicated with team members clearly to promote workplace safety.
- Obtained my Diploma/GED and Heavy equipment Certification.

EDUCATION AND TRAINING

GED

Jacobs Creek Job Corps Civilian Conservation Center May 2004

Bristol, TN

Heavy Equipment operator