

# Laquriya Pettis

Como, MS

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Willing to relocate: Anywhere

## Work Experience

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### **Supervisor**

WAglobal - Southaven, MS

February 2020 to June 2022

As a supervisor I had to supervise my shift. Log into the daily spreadsheet to see what new order or shipments that came in for that day and to see how long the company had to ship the orders out in a timely manner. I also had to complete the truck orders. I had to answer emails and send emails. I also had to make sure All employees in my departments was on task and doing as they should.

### **Team Lead**

K@N - Senatobia, MS

February 2018 to April 2022

Restart machine once it stop. Make sure all material is being ran through machine properly.. Complete bill of labeling ... Check and respond to emails.. I had the role to request new trailer once trailer was full and also had to make phone calls to trucking companies such as AAA cooper.. R@L... ESTES.. AmAZon and ETC

### **Assembly Worker**

ABB - Senatobia, MS

January 2019 to September 2021

Assemble all product correct before shopping out to customers

### **Team Lead**

Jimco - United States

March 2013 to October 2017

I had to put all data into computer and make sure everything was being shipped out correctly as instructed.. Assign trucks to docs and make sure the loaders add correct shipment in correct trailer number. I also had to complete spread sheet. Make sure BOL (bill of labeling ) is completed corrected. I had the role of waiving orders out of the system as well.

### **Inventory Clerk**

WAglobal - Southaven, MS

March 2013 to September 2016

I had to input correct data into system once everything have been counted and confirmed it accuracy

## Education

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### **High school in nursing**

North Panola High School - Sardis, MS

August 2007 to May 2011

### **Diploma**

## Skills

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- Direct Care
- Direct Support
- Retail sales
- Customer service
- Manufacturing
- Machining
- Assembly
- Cleaning
- Leadership
- Warehouse management system
- Pivot tables
- E & I
- Microsoft Access
- Analysis skills