

Leigh Jenkins

Warehouse Shipping Clerk

Sardis, MS 38666

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To secure a position where my skills and expertise in quality control/assurance, lean management, shipping/logistics and organizational improvement will be challenged for the good of the company.

Authorized to work in the US for any employer

Work Experience

Warehouse Shipping Clerk

ABB INC - Senatobia - Senatobia, MS

May 2016 to Present

Coordinate Domestic and International shipments through various Carriers.

Address and resolve CSR inquires, RMAs and OS&Ds.

Direct shipping team members and communicate/designate work assignments.

MANUFACTURING QUALITY II

Smith & Nephew - Memphis, TN

March 2005 to August 2015

Manufacturing Quality II - Inspect medical parts using various measuring tools (calipers, micrometers, thread gages etc). Inspected before assembly. Recorded analyzed trial products during development, and/or test finished goods and analyze the results in order to decide whether to certify or reject specific products. Identified and investigated Root cause of quality/ manufacturing issues. Proficient in Word (Office, Access & Excel) very knowledgeable with SAP and all quality transactions/ terminology and methods. Ability to read and interpret blueprints. Worked closely with Engineers and Machinist to ensure production a quality product.

Assistant Manager

Dollar Tree - Baltimore, MD

February 2004 to March 2005

Assist store manager in hiring new employees, ordering merchandise, scheduling, store inventory, day to day operation of store including maintain and balance cash drawers, stocking shelves, opening and closing out registers and making end of day deposits.

Quality Inspector

CATERPILLAR HSE - Oxford, MS

June 1999 to November 2004

Inspected production area prior to start-up to verify that packaging and manufacturing clean-up activities were performed satisfactorily and verification documented. Inspected incoming component, product, and equipment deliveries prior to start of operations and documented on the appropriate forms. Inspected products to ensure quality merchandise as detailed by company. Measured garments -using tape measures and rulers to determine correct lengths, placed item in boxes and prepared for shipping.

Machine Operator/Assembler

Thermos - Batesville, MS

August 1990 to May 1999

Injection Molding) Retrieve molded products (lunch Kits) from machine - inspect, assemble, trim plastic, label, insert components / literature, pack out and prepare for shipping.

Skills

- Quality Inspector (10+ years)
- Calipers
- Plastics Injection Molding
- Blueprint Reading
- Micrometer
- Manufacturing
- Assembly
- Logistics
- Quality Assurance
- Microsoft Office
- SAP
- Microsoft Excel
- Word processing
- Data entry
- English
- Shipping & Receiving