

Lensey Wallace

Rossville, GA 30741

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Specialized in quality assurance

Inventory clerk

Shipping and Receiving

Purchase coordinator

Work Experience

NCD Coordinator

Q2 Management-Chattanooga, TN

June 2024 to September 2024

- Interfacing with logistics and VW production to coordinate NCD material flow
- Ensuring all materials follow the specified flow via the logic outlined in the QMS
- SAP programs
- Ensuring proper tagging of rejected materials (NCD tags)
- Ensuring TILs for each BIN remain low, and escalate as needed to resolve
- Determine and dictate parts to be processed based on needs of customer via SAP

Purchasing Coordinator

Valley Mechanical-Rossville, GA

March 2024 to June 2024

- Efficient in cloud ease
- Microsoft excel spreadsheet, saving data, purchase orders and emails.
- Quote different vendors for the best pricing
- Make purchase orders for warehouse
- Purchase orders for intel project and Qcells
- Answering emails from buyer and seller
- Communicate best pricing
- Amazon orders as well as multiple online order sites
- Multi task orders

Quality Assurance Analyst

Astec Industries-Chattanooga, TN

August 2023 to March 2024

Checking quality on machine parts. Making sure client orders are properly packed and has the proper items. Finding parts and locations in oracle. Confirming freight orders and quality checking freight items. Processing bill of lading for domestic freight. Loading freight transfer. Fork lift experience. Microsoft , Excel, word fluent. Biking for ups and fedex ground and labeling packages. Packing materials and parts. Fork lift certified , Pallet Jack , Scissor lift, Reach truck experience

Quality Rework/ Sort Team Lead

Gestamp plant 1-Chattanooga, TN

March 2021 to July 2023

Supervise 2nd shift rework team to ensure they perform job responsibilities. Provide direction and feedback, inspect and provide quality parts to customer within service goals, approve material to be shipped out, driving a fork lift, moving material to shipping docks, quality checking critical material, welding material and using plasma cutter to create templates to check parts, running air hoses and air tools such as grinders. measuring parts with micrometer and taper gauges, SPC gauge. obtaining equipment to use for rework team such as grinding stones and grinding pads, grinders, labels. Making sure my area is safe and workers are updated on all procedure's, providing proper PPE for rework team.

Excel spreadsheets & payroll, Microsoft Word efficient, recording all material done within shift on excel spreadsheet. Train new employees and make sure they have all tools they need to thrive within the company.

Inventory Clerk

Comprehensive Logistics-Chattanooga, TN

November 2021 to March 2022

- Inventory counts using the min-max method, Ordering inventory from vendors and suppliers using escalations, Managing inventory by stocking and cataloging products, quality checks on stored inventory and discarding inventory that does not meet the standards, Updating inventory count and maintaining inventory records to share with management, sap programs, checking parts using caliber for bolt measurements, nil movements for parts that are no longer in location, sap programs, manual call offs for parts needing to be escalated, bin audits, klt audits

Loan Officer

Check Advance Overdraft Services-Chattanooga, TN

September 2018 to July 2021

Customer Service, Bank deposits, Attorney calls, Filing, Advancing loans, Cash handling, Optimizing profits by controlling costs, Resolving customer issues to their overall satisfaction, Supporting store manager as needed

General Manager

Heritage Candles-Ringgold, GA

August 2010 to September 2018

customer service, stocking, corporate calls, corporate orders, retail, cash handling, bank deposits, scent ideas, product testing, cleaning, opening and closing business

Cashier

Toys 'R' Us-Chattanooga, TN

February 2007 to July 2009

Cashier, customer service, cleaning, running register, stocking, cash handling

Hostess/Server

Ruby Tuesday-Ringgold, GA

January 2006 to January 2007

Hostess, Sitting guests, customer service, cleaning

Education

ringgold high school - Ringgold, GA

August 2003 to May 2008

Skills

- Data Entry (5 years)
- Excel (3 years)
- Sales (5 years)
- accounting
- Outlook (5 years)
- Negotiation
- Procurement
- Supply Chain (5 years)
- Loan Origination (2 years)
- Loan Officer Experience (2 years)
- Salesforce (10+ years)
- Logistics (1 year)
- Underwriting (2 years)
- SAP
- Management
- Account Management
- Plasma Cutting
- Micrometer
- Calipers
- Quality Inspection
- Blueprint Reading
- Manufacturing
- Welding
- Oracle
- Outdoor work
- Communication skills
- Microsoft Excel
- Inventory control
- Analysis skills
- Supervising experience
- Computer skills
- Customer service
- Warehouse management system
- Materials management
- Quality assurance
- SAP
- Windows
- Forklift

- Continuous improvement
- Analytics
- Statistics
- Sales
- E-commerce
- Procurement
- Cash handling
- Google Docs
- Freight
- Payroll
- Inventory management
- Supply chain
- Research
- Data analysis skills
- Accounting
- Customer relationship management
- Typing
- Cash register
- Precision measuring instruments
- Office management
- Relationship management
- Project coordination
- Account management
- Warehouse experience
- Organizational skills
- Quality control
- Microsoft Office

Certifications and Licenses

Forklift Certification

September 2023 to Present

Pallet Jack , Scissor lift, Reach truck experience

Driver's License

January 2019 to January 2026

Certified Quality Auditor

November 2020 to Present

Certified Quality Engineer

Assessments

Teamwork: Interpersonal skills — Proficient

April 2021

Responding to challenging team situations at work

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

April 2024

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Inside sales — Proficient

April 2021

Understanding and responding appropriately in sales scenarios, and performing common sales calculations

Full results: [Proficient](#)

Sales skills — Proficient

April 2021

Influencing and negotiating with customers

Full results: [Proficient](#)

Food service: Customer situations — Proficient

May 2024

Identifying and addressing customer needs in a food service setting

Full results: [Proficient](#)

Customer focus & orientation — Proficient

March 2024

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Forklift safety — Proficient

April 2024

Best practices and safety hazards in forklift operation

Full results: [Proficient](#)

Customer service — Proficient

March 2024

Identifying and resolving common customer issues

Full results: [Proficient](#)

Warehouse safety — Proficient

March 2024

Using safe practices in a warehouse setting

Full results: [Proficient](#)

Work motivation — Proficient

April 2024

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Attention to detail — Proficient

August 2023

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Business math — Proficient

April 2024

Using basic math to solve problems in a business context

Full results: [Proficient](#)

Call center customer service — Proficient

October 2021

Demonstrating customer service skills in a call center setting

Full results: [Proficient](#)

Work style: Reliability — Proficient

October 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Warehouse shift leader — Proficient

April 2024

Supervising warehouse staff and maintaining safety and security standards

Full results: [Proficient](#)

Work style: Reliability — Proficient

February 2024

Tendency to be reliable, dependable, and accountable at work

Full results: [Proficient](#)

Spreadsheets with Microsoft Excel — Proficient

April 2024

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Technical support — Proficient

April 2024

Performing software, hardware, and network operations

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.