

Marcia Gibson

Saint Pauls, NC 28384

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Positive and upbeat warehouse worker bringing 10 years of experience in fast-paced settings. Manager and supervisor experience. Highly adaptable to addressing diverse customer needs.

Authorized to work in the US for any employer

Work Experience

Distribution Associate

PPG - Euclid, OH

May 2023 to September 2023

Receive customer orders, make labels, schedule truck shipments, bill of lading, certification of analysis, email correspondence, excel sheets, shipping updates during morning meetings, oracle database.

Warehouse Coordinator / Blender Operator

International Vitamin Corporation - Greenville, SC

January 2022 to November 2022

Printing out batch records, attend zoom calls meetings. Corresponding through email with other locations. Performing inventory checks. Fixing any issue that may go on throughout the day. Updating information as needed. Navigating through Oracle system, Sizing, weighing and blending of products. Reading batch records, writing in information as adding product to bends. Use rf scanner, scale, forklift, walkie- rider. Use drums and liners for separation of product. Machine setup and take down. Equipment inspection and knowledge.

Shipping and Receiving Clerk

Aclara Technologies - Solon, OH

March 2021 to July 2021

Starting position, quality Assurance Analyst. Doing coil readings, leak testing, counts, configuration testing, and outside line testing. Handling customer accounts, check list for verification, send emails to customers, managers engineers. Log all information about units. Move pallets around on floor, take pallets to quality department. Run cutting cnc machine.

Unloader/Order Builder

Shurtape Technologies and ShurTech Brands, LLC - Avon, OH

August 2020 to December 2020

Driving sit down forklift and harness forklift to unload trucks, scan product tag and location. Making sure count was correct and accurate. Stack pallets 2 high. Help on floor if pallets needed to be dropped. Take pic ticket, build orders drop them off in proper location to be audited.

Machine Operator / Furnace Operator Supervisor

Netshape Technologies Inc - Solon, OH

April 2015 to December 2018

Set flows, temperatures and belt speeds for efficient, high-quality production
Monitored and adjusted production processes or equipment for quality and productivity improvement.
Training team in multiple departments. Making and filling in work schedules. Handling paperwork.
Changed equipment over to new product
Set up and operated production equipment according to daily work orders and safety procedures
Helped achieve company goals by supporting production workers
Used gauges calipers micrometers and scales to measure and weigh units as they came out of the furnace for measurement accuracy and weight. Metal injection moldings.

Billing Clerk

Sherwood Food - Maple Heights, OH

November 2007 to January 2017

Data entry, 10 key, processed invoice payments and recorded information in account database
Contacted customers via phone and email to confirm deliveries and follow up with inquiries
Generated shipment invoices, prepared packages and set up courier deliveries for customers
Controlled and managed document processes by reviewing files, records and critical information to confirm accuracy and ensure compliance with company policies and procedures

Education

Associate

Ohio Media School - Cleveland, OH

April 2015

Advance esthetician in esthetics

Raphael's School of Beauty Culture - North Olmsted, OH

Skills

- Shipping and receiving
- Resolving errors
- Training and development
- Data entry
- Problem resolution
- Sorting and delivery
- Time management
- Order processing
- Invoice and payment processing
- Loading and unloading procedures
- Materials inspection
- Parts inspection
- Excel
- Management

- Microsoft Excel
- Receptionist
- Body Waxing
- MS Office
- Calipers
- Quality Inspection
- Micrometer
- Warehouse Experience
- Forklift
- RF Scanner
- Manufacturing
- CNC
- Assembly
- Pallet Jack
- Administrative experience
- Microsoft Office
- Order entry
- Eyelash Extensions
- Dermabrasion
- Blueprint Reading
- Oracle

Certifications and Licenses

driver's license

Advanced Esthetician

April 2013 to July 2021

Advanced Esthetician, sales, waxing, lashes and skin care.

Assessments

Work style: Reliability — Proficient

August 2021

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

Full results: [Proficient](#)

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