

Marketa Avery

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Seeking full time employment in a Supervisor Leadership Role, Quality, Warehouse Clerk and/or Material Handler. I have many years in the Manufacturing Industry. I have an Associate Degree in IT. Detail oriented, work well in a fast pace or moderate pace atmosphere. Also, I am certified to utilize Powered Industrial equipments.

Authorized to work in the US for any employer

Work Experience

Shipping and Receiving Warehouse Clerk

Autocam Corporation - Kentwood, MI

January 2017 to July 2018

Responsibilities:

Manage shipping and receiving department with various customers. Monitor stock and inventory needs throughout the Systems Application and Products utilizing the Lean Process as well implementing ISO/TS 16949. Monitor all shipments thru Material Requirements Planning Systems and all internal and external customer claims. Manage proof of delivery, documents, department database, routine reports, and shipping and receiving data entry. Monitor special pick-ups and deliveries. Create Purchase Orders

and Bill of Lading for in-house customers and vendors. Prepare shipments for postal and commercial conveyance. Ensuring efficient and effective shipping methods. Select appropriate shipping containers,

GP-12 all packed orders and shipper forms to ensure safe and accurate delivery. Compare all items to be shipped to work orders to confirm quantities, destination, and Kanban cards. Receive incoming materials from UPS and FedEx. Compare information on packing slip with Purchase Order to verify accurate shipments. GP-12 process varies on the different components and/or defects in sorting and containment.

Quality Control Supervisor

Omni Quality Assurance, LLC - Holland, MI

April 2016 to January 2017

Responsibilities:

Monitor operations to ensure that we are meeting standard production procedures and inventory audits. Managed adjustments to the assembly or production process. Measuring back frames and cushion components with calipers for BMW. Create work instructions and work Authorizations. Inspect, test, and measure raw, WIP, and Finished goods materials. Test materials and finished goods to ensure

that they meet quality standards.

Entered ichart, excel, Dropbox, sorting data daily. Managed and trained quality inspectors and leads. Managed inventory, payroll, attendance, customer orders and PPE requirement's.

Material Handler Supervisor and Forklift Operator

BMW Manufacturing Co., LLC - Greer, SC

August 2010 to April 2016

Responsibilities:

Quality Inspector Automotive Lead Assistant: Inspect material to make sure that the part numbers are correct, as well check to make sure that the parts are not damaged, and entering data into the system with the count of parts, defective parts, and placing orders with proper labeling. Supervises and coordinates activities of workers engaged in shipping, receiving, inspecting, storing, issuing, delivering, and maintaining records for a variety of materials, equipment, and supplies.

Forklift Operator Lead: Oversee projects and supervise the day to day operations for the team. Also, make sure that everyone is distributing the workload evenly and ensuring that the team are motivated and performance level are maintained. Bring material to the line side for the production team to put the materials on the car in a manageable time frame. Logistic Associate Support Lead: Help other associates on the floor with their workload when they are behind as well train new associates. Load and Unload material from trucks daily and enter data into the database. Create and maintain activity logs. Unload & load material onto trucks, input data entry, and scan orders to staging area.

Accomplishments:

Became the team assistant on the floor helping coworkers that were behind on their assignment and filling in for those that were absent.

Skills Used:

Forklift Operator, Computer Skills, Team Lead and Communication Skills.

Team Lead Forklift Operator

Bosh - Anderson, SC

August 2006 to September 2010

Responsibilities:

Forklift Operator Team Lead: Oversee and participate in the shipping, receiving, storing and issuing of District supplies, inventory/fixed assets, maintain receiving and inventory control records and prepare related reports; serve as a lead over one or more assigned warehouse function; train and provide lead work direction and guidance to assigned staff.

Load and unload empty dunnage, place orders for empty dunnage, material handler, and data sheet entries. Quality Inspector making sure no part were damaged, missing material or non-working parts.

Machine Operator Trainer: Warehouse operations, procedures, equipment and terminology. Use and terminology of requisitions, purchase orders, invoices and other warehouse documents. District organization, operations, policies and objectives. Principles and practices of training and providing work direction. Methods of storing equipment, materials, food and supplies. Inventory control and fixed

asset methods. Training new employees about properly using hand tools to check material are working

properly and the proper procedure to preparing to use the machine in the beginning of shift and the proper procedure to shut down the machine at the end of shift. Machine Operator calibrate machines at the beginning and end of shift, use calipers to measure coordinates also moving parts with a crane. Assembling transmission components for Ford, Chevrolet, Honda and Chrysler. Loading and unloading trucks, keeping the warehouse clean and neat, processing data sheets and placing orders for dunnage.

Skills Used:

Forklift Operator, Tugger Operator, Associate Training and Inspector.

Education

Associates in Information Technology Support

University of Phoenix - Phoenix, AZ

March 2013 to April 2015

Diploma in General Studies

Eastside High School - Covington, GA

August 2000 to May 2005

Skills

Shipping Receiving, Warehouse Associate, Forklift, Shipping

Certifications/Licenses

Forklift Operator

Sit Down Forklift

Stand Up Forklift

Reach Truck

Clamp

Quality

Calipers

Meter Gauge

MS Office

Machining Certificates

Metal Cutting Process

Press Operator

Certified Forklift Operator