

MECCA S. VIRDEN

LOVINGCARE4LIFE@GMAIL.COM | 912.507.7779

PERSONAL PROFILE

Knowledgeable in providing friendly customer service to clients. Reliable, dependable leader in Quality control.
Very professional working in a fast paced environment demanding strong organizational, technical and interpersonal skills.
Resourceful in completing projects, ability to multi-task.

CAREER BACKGROUND

LINEAGE LOGISTICS, RINCON, GA

Inventory Control Specialist | 2018-Present

- Maintains inventory, purchasing, shipping and receiving
- Locates product to ensure proper product ID
- Conducts cycle count and assists in physical inventory
- Reviews unused items and recommend disposal of excess or damaged products
- Enters information accurately into the warehouse management system (WMS)
- Operated PC and RF based computer systems with a high level of accuracy
- Trained staff on material handling process

FEDEX, PORT WENTWORTH, GA

Quality Assurance/ Sorter/ Inventory Specialist | 2017

- Maintained inventory shipping & receiving
- Identified and helped resolve production problems
- Discarded and rejected products, materials and equipment that did not meet specifications
- Monitored production operations for compliance with specifications and promptly reported defects
- Recorded defects and coordinated issue resolution with development team and functional leads
- Inspected and packaged products meticulously according to manufacturing specifications
- Managed creative projects from concept to completion while managing outside vendors

IKEA, PORT WENTWORTH, GA

Inventory/ Lead/ CDS Team Member | 2006-2010

- Maximized sales by shipping on time and accurately
- Trained staff on material handling processes to reduce shipping times
- Moved freight, stock and other materials to and from storage and production areas and loading docks
- Received, stored and shipped goods and materials
- Optimized production scheduling to lower production costs
- Tagged all inbound merchandise with receiving date
- Stocked, staged and transported goods
- Verified computations against physical count of stock
- Operated PC and RF-based computer systems with a high level of accuracy

LOWE'S, SAVANNAH, GA

RTM/ Delivery Driver/ Receiving Clerk | 2001-2006

- Recorded Numbers of units handled and moved using daily production sheets and work tickets.
- Verified computations against physical count of stock.
- Communicating with vendors/manufacturers on return merchandise
- Generated reports on product failures, conditions, ordering parts as needed for assembly repair, checking refunded products for issues

ACHIEVEMENTS

- Dean's List - Fall 2017
- IKEA Employee of the Month - 2009
- Georgia Southern Front End Manager Certificate -2008
- Ives Trainer- 2008
- CDL Class B - 1999-Present

SKILLS AND ABILITIES

- Assessing Customer Requirements
- Evaluating Adequacy
- Documenting Audits
- Prepare Reports
- Checking Quality Assurance
- Material Handling
- Detail Oriented
- Shipping & Receiving
- Inventory

ACADEMIC BACKGROUND

COLUMBIA COLLEGE, SAVANNAH, GA
Bachelor of Science in Human Services | 2018

COLUMBIA COLLEGE, SAVANNAH, GA
Bachelor of Science in Human Services | 2017

SAVANNAH STATE UNIVERSITY, SAVANNAH, GA
Associate of Arts in Communications | 1996