

Meghan Grady

Cleveland, TN 37323
cheerflyr90@aol.com
+14233039543

Work Experience

Shipping and Receiving

OmniMax International-Cleveland, TN
March 2023 to September 2024

- Optimized warehouse layout and storage systems to maximize efficiency and minimize handling time
- Utilized barcode scanning technology to track inventory movement accurately throughout the warehouse
- Created standard operating procedures (SOPs) for shipping processes to ensure consistency and accuracy across the team
- Performed root cause analysis on recurring shipping issues and implemented corrective actions to prevent future occurrences
- Mentored and coached team members on best practices for efficient shipping and receiving operations

Quality Control Lead Inspector

Cleveland-Cliffs-McDonald, TN
October 2021 to February 2023

- Performed detailed inspections of raw materials, components, and finished products using precision measuring tools and equipment
- Maintained accurate records of inspection results, documenting any non-conformities or deviations from specifications
- Investigated customer complaints regarding product quality issues, working closely with the customer service team to resolve issues promptly
- Developed comprehensive reports summarizing inspection findings, trends, and recommendations for management review
- Collaborated with engineering teams during new product development phases to provide input on design for manufacturability (DFM) considerations
- Audited manufacturing processes regularly to verify compliance with standard operating procedures (SOPs) and make necessary adjustments when deviations were identified
- Developed key performance indicators (KPIs) for the quality control department, tracking metrics such as defect rates, customer complaints, and rework percentages

Shift Leader

Cleveland tubeing-Cleveland, TN
March 2018 to April 2020

- Operated and maintained production machinery, including but not limited to: [specific machines]
- Monitored machine performance and made necessary adjustments to ensure optimal output
- Followed standard operating procedures (SOPs) for safe and efficient operation of machines
- Recorded production data such as quantities produced, downtime, scrap rates, etc
- Trained new employees on machine operation procedures and safety protocols
- Collaborated with maintenance technicians to perform preventive maintenance tasks on machinery
- Maintained accurate records of production activities including downtime incidents

- Achieved daily targets consistently through effective time management skills

Education

Xcel courses in Life insurance

Xcel and Stc company - Remote

August 2024 to September 2024

High school diploma

Walker Valley High School - Charleston, TN

August 2004 to May 2008

Skills

- Micrometer
- Quality Inspection
- Root Cause Analysis
- Manufacturing
- Shipping & Receiving
- Product Development
- Packaging
- Assembly
- Forklift

Certifications and Licenses

Forklift Certification

Certified Quality Inspector