

Samantha Murray

Salem, SC 29676

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WORK EXPERIENCE

Assembly Operator

Borg Warner - Seneca, SC -

2017-04 - 2018-04

Assembly of transfer cases from start to finish; final inspection of units before shipping.

Operator/packer

Koyo Bearings - Walhalla, SC -

2016-05 - 2016-12

Packing bearings per customer specifics, inspection of bearings for any defects and proper markings if any, operating assembly machines, filling bowls on machines, doing quality checks to ensure correctly assembled, traceability for all assembly machines, printing labels for parts packed, scanning kanban into Oracle.

Electrician Helper and Inventory Management

Atlantic Workforce, GA -

2015-09 - 2016-02

Assisting electrician in any way needed; Order inventory and supplies needed for project per Superintendent, keep updated inventory of all supplies, stocked inventory from incoming trucks, deliver material to various locations on job site, all office spreadsheets and logs, keep up with rental equipment fuel and maintenance schedules

Machine Operator

Parkway Products - Seneca, SC -

2014-07 - 2015-06

Inspection and packing of plastic products

Quality Inspector

Stratosphere Quality - Greenville, SC -

2013-02 - 2014-05

Inspected automotive parts for quality defects

Insurance Agent

Aflac - Greenville, SC -

2012-03 - 2012-05

- Provided in person insurance sales to individuals and work places
- State licensed agent for life insurance

Insurance Agent

Liberty National - Piedmont, SC -

2010-03 - 2010-05

- Provided in person insurance sales to individuals and work places
- State licensed agent for life insurance

Data Entry

Timken - Walhalla, SC -

2007-07 - 2008-04

Responsible for maintaining manufacturing orders; working with master schedulers to insure adequate production flow throughout plant; fixing and closing manufacturing orders; all other data entry responsibilities.

Lead Assistant

Timken - Walhalla, SC -

2000-08 - 2007-07

Daily inventory of department; unallocable report; finished inventory report; all catalog orders (printing, writing up & pulling); all major automotive customers daily requirements; daily parts needed list (weekly); parts needed for shipments (daily); checking off all shipments prior to being moved to shipping; maintaining all database for labels; working with Quality control when any problems may occur; answering any questions that the packers have; any expedites that are needed; and any other duties needed.

Shipping/Inventory Clerk

Piedmont Home Textiles - Walhalla, SC -

1998-12 - 2000-03

Daily shipping schedule; daily shipping summary; weekly totals for shipping; weekly inventory; personnel files; weekly time for employees; terminations; new hire paperwork; answering all shipping calls (directions for incoming trucks, scheduling trucks, ect); confirming shipments; all UPS shipping and billing procedures; all other office duties.