

Tara Meade

Huber Heights, OH 45424

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Authorized to work in the US for any employer

Work Experience

Shipping and Receiving Clerk

Cosmetic Artistry Dental lab - Beavercreek, OH

November 2021 to July 2022

Invoice orders and package and label crowns, partials, models for a dental lab. Deliver and pick up packages to local dentist offices, with use of company car. General cleaning in office space.

Unemployed

Covid

April 2020 to November 2021

Laid off due to pandemic..No recall date

Quality Inspector

Sample Machining, Bitec - Dayton, OH

October 2019 to April 2020

- Inspect custom aerospace and/other machined component parts.
- Utilized calipers, micrometers, rulers, Keyence, digimatic indicator, optical comparator, thread gages, pin gages, gage blocks, v blocks, fixed gages while doing inspection
- Read blue print drawings and record data on inspection sheets
- First piece inspection , record non conformances, document control
- Receiving materials and packaging in shipping
- Laid off lack of work Covid-19

Quality Control Inspector

Excelitas Technologies - Miamisburg, OH

June 2017 to June 2019

Performed various types of ESD (Electrostatic Discharge) inspections for several different government programs

- Utilized calipers, micrometers, rulers, Keyence, digimatic indicator, optical comparator, thread gages, pin gages, gage blocks, v blocks, fixed gages while doing inspection
- Recorded inspection results on ROA's (Record of Assembly) in accordance with ITAR (International Traffic and Arms) regulations
- Entered data into Microsoft Excel spreadsheets
- Created nonconformance reports, scanned and filed documents
- Annual physical inventory cycle counting
- Participate in continuous improvement and conformed to 5S standards

Quality Control Inspector

Mil Mar Century - Centerville, OH

June 2016 to March 2017

- First piece article, in-process, final, and receiving inspection
- Entered inspection results in Microsoft Excel in accordance with ITAR regulations
- Created nonconformance reports and filed as needed

Quality Control Inspector

U.G.N. Inc - Monroe, OH

May 2014 to June 2016

- Created SOP's, inspection criteria and was part of the continuous improvement team
- Inspected carpet moldings for Honda Civic and Accord automobiles and Toyota firewalls
- First piece, in process, end of shift and dock inspections
- Used calipers, micrometers, depth gage and weighed carpets on large scales
- Documented nonconformance material and data entry
- Quarterly and yearly cycle counting of inventory

Education

Diploma

Ferndale High School - Ferndale, WA

September 1989 to June 1993

Skills

- Caliper (10+ years)
- Microsoft Office (10+ years)
- Quality Inspector (10+ years)
- Customer Service (5 years)
- Computer Skills (10+ years)
- Quality control
- Laboratory Experience (5 years)
- Documentation Review (5 years)
- Typing
- Hand tools
- Mechanical knowledge
- Inventory control (10+ years)
- Merchandising (3 years)
- Lean manufacturing
- Customer support
- Warehouse experience
- Search engines (2 years)
- Customer support (5 years)

- Retail sales (1 year)
- Data collection
- Kitchen experience
- Continuous improvement
- Detailing (10+ years)
- Dimensional inspection
- Microsoft Access
- Windows
- Filing
- Clerical experience (3 years)

Additional Information

Hobbies: Crafting and Cooking