

Victor Clegg Jr

Escondido, CA 92025

victorclegg8@gmail.com

+1 870 592 9607

Authorized to work in the US for any employer

Work Experience

Machine Operator

CAPTEK Softgel International-Vista, CA

Present

The following list of duties and responsibilities are for all Production roles are included but not limited to:

Conducting required quality checks on products to ensure customer satisfaction

Operating equipment to defined standards and product requirement goals

Extensive amounts of reading, writing, and documenting

Supporting a safe working environment by adhering to all plant safety, policies and procedures, including wearing appropriate Preventative Protective Equipment (PPE)

Material Handler Team Lead

U.S National archives Records Administration-Perris, CA

August 2023 to June 2024

- Locate containers or folders on shelving utilizing the location information listed on pull list or other provided reports. Containers/folders can be on floor or on shelving up to 15' high requiring the use of a pulpit ladder.
- Remove containers from shelving, check for missing and/or charged out containers, verify that the pull list is accurate, mark pull list and report discrepancies where needed; initial and deliver documentation to POC.
- Place containers or folders on streamliners in order, facing the same direction and with identifying numbers visible.
- Move records to Designated Disposal Review Area.
- Palletize Containers for Disposable Records label, stack, shrink wrap.
- Confirm space requirements, load and transport records to assigned location, validate manifest and shelve non-disposable records that are being relocated, verify accuracy and inform Quality when inspection ready.
- Retrieve batched requests. Sign-out batches in appropriate logbook, recording pertinent information relative to batch being processed and record start time.

Inventory Control Clerk

GenMark Diagnostics-Carlsbad, CA

April 2023 to July 2023

- Accurately and completely stage materials for production work orders; this includes, but need not be limited to, pull and stage materials, transport materials between departments, transact issued and returned materials in the computerized inventory control system
- Timely transport and store quarantined and released materials throughout the warehouse or other designated locations
- Put away released raw materials and manufactured products in the proper locations and temperatures, and ensure immediate segregation of non-conforming materials into quarantine locations
- Properly handle and store hazardous materials and follow federal and state regulations regarding the transportation of hazardous and infectious substances
- Assist with the weekly cycle count program by verifying counts and reconciling discrepancies under the guidance of the Warehouse Supervisor
- Accurately perform transactions using computerized inventory system
- Operate each material handling equipment in the manner for which it has been designed. Operate all material handling equipment in a safe manner
- Follow all standard operating procedures and GMP and SOX guidelines for all designated functions • Adhere to all safety instructions and guidelines
- Assist with special projects as requested and perform additional duties as required

Shipping and Receiving

Shipping and Receiving Clerk

Versum Materials-Carlsbad, CA

February 2021 to March 2023

- Carlsbad, CA February 2021 to March 2023

- Daily usage of ERP enterprise system (SAP+).
- Operating forklift and pallet jack (both electric and manual).
- Reviewing, editing, and developing work instructions and required documents for workload.
- Prepare EQ and RT vessels for daily-weekly shipments.
- Managing warehouse operations such as processing and tracking rejected and repaired components (in-house and to/from the vendors) (in-house and to/from the vendors).
- Issuing parts to specified departments as needed.
- Inventory control of all materials.
- Receiving, handling and processing chemical raw material drums and other vessels throughout the plant.
- Receipt and delivery of ordered materials.
- Train other technicians as necessary on duties of the Material Handling and

Warehousing processes as necessary.

- Participate in the process for entering, collecting and reviewing safety and quality data. • Cross train in other work areas as assigned.
- AES experience

Food Specialist

United States Marine Corps-Camp Pendleton South, CA
January 2017 to January 2021

The specialist are in charge of distribution of the food.

They create menus, plan recipes and execute recipe conversions.

Specialist are tasked with preparing meals and individual items.

Food preparation includes preparing fruits, vegetables, meat, fish and poultry as well as seasoning the food.

During food preparation and serving, the specialist will ensure quality is met, and all safe handling and sanitary procedures for food processing are followed correctly.

Food Service Specialist use different recipes and formulas to both cook and prepare food, desserts and beverages.

They not only cook food, but bake bread and pastry products as well.

When ordering product, the Specialist will review the shipment to verify the received amounts are accurate and prepare reports of supplies received.

Specialist prepare, edit and consolidate back-orders for subsistence stores.

Ordered food and supplies may be for consumption, but also for resale activities.

They prepare quality assurance evaluations and food service administrative forms.

Food Service Specialist must understand serving procedures in different scenarios as well as mess hall operations.

They will ensure food is stored properly per food safety guidelines.

Education

Diploma

Watson Chapel High School - Pine Bluff, AR, US
August 2012 to May 2016

Skills

- CGMP
- Logistics
- RF scanner
- Microsoft Word
- Order Picker
- DoD experience
- Supervising
- Communication skills
- Microsoft Excel
- Warehouse experience

- Materials handling
- Order fulfillment
- SAP
- Inventory control
- Food handling (4 years)
- Food safety (4 years)
- CGMP
- Assembly
- Data collection
- Microsoft Office
- Warehouse management system
- Quality control
- SharePoint
- Typing
- Customer service
- English
- Document management
- Quality management
- ISO 9001
- Computer skills
- Shipping & receiving
- Organizational skills
- Pallet jack

Certifications and Licenses

Forklift Certification

Hazmat Endorsement

Pallet Jack Certification

Driver's License