

Virginia Hughes

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Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

Work Experience

Business Owner

GM Tree Service - Plainwell, MI

April 2017 to Present

- Customer service answering phone
- Schedule appointments
- Prepare invoices
- Schedule equipment rental
- Drive equipment
- Hold a CDL

Receiving Clerk

Parker Hannifin - Otsego, MI

August 2015 to April 2022

Manage and receive inventory coming in the door and entering it in the computer system. Pick orders to ship out to customers. Unloading and loading trucks with a forklift. Putting inventory away at point of use. Picking parts and shipping them out to customers. Drive company truck when needed while holding a class B CDL license. Material handling. Inventory cycle counts to ensure all materials were there to complete customer demands.

Value Stream Leader

Parker Hannifin - Richland, MI

April 2005 to August 2015

Schedule employees to work center, manage work load for the day at each work center, troubleshoot equipment and assist with production to make sure deadlines were met. Report to supervisor on any issues that would prevent completion of orders.

Teachers aid

Lighthouse Baptist Church - Plainwell, MI

August 2003 to April 2005

Assist children with their assignments and supervise the class to make sure they stay on task to complete their work for the day. Supervise children while outside on recess. Assist with food program.

Line Leader

Perrigo - Allegan, MI

May 1995 to May 2003

Running batches of product on a production line, inspecting product to be packaged, managing the crew members of the production line, performing washes on equipment, trouble shooting equipment, reconciling batches after a run. Performing customer changeovers. Following SOP's and CGMP's.

Education

High school diploma

Otsego High School - Otsego, MI

August 1986 to May 1989

Skills

- Able to manage time efficiently. I work well alone or with others. Able to lift 50+ lbs. and stand for extended periods of time. Troubleshooting equipment. Love to Problem-solve. I welcome change. Very dependable. Quick learner.
- CGMP
- Manufacturing
- SAP
- Load & Unload
- Materials Handling
- Packaging
- Forklift
- 5S
- GLP
- Shipping & Receiving
- Quality Assurance
- Machining
- Lean Manufacturing
- Warehouse Experience
- Lean
- Manufacturing
- Forklift
- Lean
- 5S
- Leadership
- Driving
- Crew management
- Quality assurance
- Load & unload
- English
- Warehouse management
- Customer service

- Communication skills
- Supervising experience
- SAP
- Microsoft Word
- Process improvement
- Time management
- OSHA
- Computer literacy
- Organizational skills
- Computer skills
- Employee evaluation

Certifications and Licenses

Driver's License

May 2023 to May 2027

Forklift Certification

CDL B

October 2018 to Present