

Quentasha Blakely

Laurens, SC
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Authorized to work in the US for any employer

Work Experience

Data Entry Clerk

Dsv Logistics - Laurens, SC
January 2019 to Present

I check all employees time and enter it into the computer i enter all production into computer keep up with everything for each employee

Auditor / Quality Specialist

Dsv Logistics - Laurens, SC
September 2018 to Present

I check tires with an R.F. Scanner to make sure the correct tires are getting shipped make sure the msp code is right and the bar code matches, i also Ensure current product quality specification fulfill client's requirements, Express and explain safety value at all job functions,i also test out certain products ti make sure they're safe i carefully look at all tires to make sure they are in good standing because im the last eye to look at them before they are shipped. i take my quality and auditing job very serious because the error will fall back on myself

Machine Operator/Press Operator

C.F. Sauer - Mauldin, SC
June 2018 to September 2018

I run a machine on an assembly line I make sure the product is placed properly in boxes.its my job to make sure that the machine kept running. I put measurements in the machine computer and make sure everything is pressed through properly

Inventory Clerk

Proper Polymers - Piedmont, SC
January 2018 to June 2018

I managing incoming and outgoing supplies and products. I check to see if any orders have special requests, I handle all returned items i make sure all invoices are correct by verifying different things with the customer

Claims Processor

Sykes - Greenwood, SC
October 2017 to January 2018

issued payments from estimate, tracked payments issued assisted with information from claims center followed up with customers to make they were satisfied

Direct Support Professional (DSP)

Thrive Upstate - Greenville, SC

February 2016 to October 2017

I take care of elderly men that have special needs. I do everything for them on a day to day bases, far as feeding, bathing, clothing etc.

CNC Machine operator lead person /QC lab Tech

PANTEX - Simpsonville, SC

September 2015 to February 2016

I started out running a machine that made feminine products, i had to enter the correct measurements so the machine could cut the product in the right place. After being there for 3 months i applies to work in the lab doing Quality control where i detect, reduce, and correct deficiencies in a lab to improve the quality of the products.

Assembly Line Production Worker

BMW - Greer, SC

September 2015 to September 2015

I worked on an assembly line that mad parts for cars, I mainly worked on the engine line .

Machine Operator and Assembler

Magna Drive Automotive - Piedmont, SC

March 2013 to September 2015

I worked on the door line i ran a machine that put nuts into the parts. I entered the size of nuts needed to be used into a computer

Recruiter / shipping and receiving clerk

Renfro - Clinton, SC

January 2010 to February 2013

-Compile mail and track all provider applications, maintain a sufficient stock of applications and orientation materials

-Updated all job openings for company

-Reviewed resumes/applications and screened candidates to assess potential fit within companies; presented top candidates to senior recruiter and hiring team

-Communicated and coordinated with internal departments regarding hiring efforts

- received incoming shipments and compared items to work orders provided by supervisor

-found storage for incoming packages and made sure they were placed in a safe place

Administrative Assistant

Cofields Pressure Washing Company - Clinton, SC

March 2006 to January 2011

-Drafted meeting agendas, supplied advanced material and executed follow-ups for meetings and team conferences

-Managed the receptionist are, including but not limited to greeting visitors and responding to telephone and in-person request for information

-Posted open positions on company website and social media websites

-Managed day to day calendar for the company

-Data Entry

-Payroll

Education

GED

Adult Education - Laurens, SC

January 2009 to June 2010

Skills

Interviews, Phone Screen, Application Tracking, Research, Pre-Employment, Offer Processing, New Hire Processing, Drug Testing and Temporary Placement (7 years), Inventory Clerk, CNC, Inspection, Quality Control, Quality Inspector, General Labor, Assembly Line, Picker Packer

Certifications/Licenses

Work Keys

September 2009 to Present