

Jean King

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Authorized to work in the US for any employer

Work Experience

Materials Management

Kaiser Permanente Skyline Medical Office - Salem, OR

October 2023 to October 2023

- My duties as Materials Management was to make sure inventories and production requirements for planning and control to ensure materials are available as required to meet production schedules for different departments: infusion center, Primary Care, Lab Department, X-rays desk, Orthopedics, Urology, catscan, Ultrasound, Mammogram, Podiatry, Foot care, Mental Health, Bone Density, Cast Room, Behavior Health, Ophthalmology, Optometry, Pediatrics, Pain, Oncology, OBGYN, and General Surgery.
- Do inventory count as shipments arrive and verify on the shipment delivery ticket.
- Outbound all Dirty Linen and dirty non sterile equipment.
- Divide packages up into Department.
- I stock the materials as I deliver to different Departments.
- Break cardboard boxes down.
- Extra inventory is stock in Material room on shelf in the correct zone area.
- Clean and sanitize area down.

Assembly Line Technician 3 - Fiber Optic Wiring

Wabtec Corporation - Erie, PA

July 2023 to September 2023

- Wire Harness: Building, lay out & reading Blue Prints, for the main cab of of train with over 1000 wires.
- Build wire harness with High Voltage put Blue tape indicating high voltage are running through wire.
- Push-on Terminals: the terminals were made for connecting quickly and can be configured as a male or female connection. They also have a wide variety of available options to cater to the individual. They include considerations such as heat shrink, vinyl, nylon insulated, non-insulated, high temperature, and completely customized.
- Butt Connectors and Splices: providing a wire to wire connection, these terminals are used to connect or splice two, or more, wires together. This could be to lengthen, change, or repair a certain wire.
- Ring Terminals: ring terminals which I may have to hand crimp or soldered to connect a wire to a stud or a post. When attached to large gauge wires they are sometimes referred to as Lug Terminals. Ring terminals are commonly used for power or ground connections. Ring terminals are usually made of a copper alloy, making them easier to solder or crimp to provide a secure, protective connection.
- Spade Terminals: these terminals were used to connect a wire with a stud or screw to make an electrical connection. Spade terminals come in a wide variety of sizes and options as well.
- Fork Terminals: used to connect wires to components that use a clamping hold down. Because of its shape, the fork terminal is easy to install and uninstall. Fork terminals can come non-insulated, with vinyl or nylon insulation, and with heat shrink.

- Terminal Blocks and Terminal Strips: these support elements help to organize the mass of wires to different electrical circuits. This is what allows multiple wires to all be connected within the same circuit.
- Flagged Terminals: simple terminals that provide a secure connection in tight spaces or when another terminal such as a quick connection is not ideal. These are often called Quick Connect or Quick Disconnect terminals. Flagged terminals are easy to connect and disconnect and can be either insulated or non-insulated. They are often used to connect a wire to a circuit board that has a mating spade terminal.
- Hook Terminals: the open-ended connector is simple, but extremely durable and effective and can be used in a variety of applications. Resembling the shape of a small hook, it can easily attach to a stud or screw.
- Quick Disconnect Terminals: as the name implies, this terminal is produced to easily be connected and disconnected. These are often called Flagged/Flag terminals. The terminal can either be insulated or non-insulated, depending on the environment.
- Follow Wabtec policy and procedures and safety protocols.

Assembly Line Worker

North American Lighting-Rizon - Flora, IL

April 2023 to July 2023

- Operate, setup, and maintain production equipment.
- Perform failsafe checks.
- Trouble shoot and repair machine to prevent extreme down time.
- Assisted with quality control of finished product.
- Identify malfunction of machine.
- Replacing parts if necessary.
- Building pes/headlights for: Bronco, Lexus and Camry Auto Line
- Final packing and final count on production.
- Use of turn table to build pes.
- Put pes on final machine for quality check for (low beam, high beam and soft set).
- Perform wire harness connections.

Quality Specialist 1

CNH Industrial- Strom Engineering - Burlington, IA

May 2022 to January 2023

Do quality checks on all different types of tractors and forklifts:

1. 580NEPT
2. 580NNRTB
3. 586HLIVT
4. 585NNRT3
5. 580SN
6. 570NEPT

- Using hand tools and power tools to make sure all bolts and fittings are tight and torqued.
- Check for missing part such as: hammer valve fittings, backhoe valve fittings, hydraulic pump filter, pin axle, front and rear axles, pistons on pilot controls, loader tubes, anti-roll back rod shim, technology valve tee for tightness and angle, steering cylinder fittings, check to see are all riv nuts are fully seated, exhaust clamp and hose, ensure battery cables are running to side, ensure brake fittings are tight, making sure the grease fitting is pointing forward, verify serial stamp matches decal tag, ride control, heavy lift valve tight, cylinder swings turned correctly, welder defects, priority valve and connections and ect.
- Making sure hoses are routed and in position correctly.

- Working from part drawings, hand book, machine tool manual, shop orders, instruction, method, and process sheet specifications.
- Processing parts subject to first piece layout inspection approval, and spot check thereafter by inspection and supervision or engineer.
- Operating machines in close proximity to a laser
- Operating crane to install Desiel Tanks, desiel exhaust fluid and gas tanks.
- Installing wiring harness.
- Assisting with paint drop 1 area.
- Using holding devices, fixtures, angle plates, machine tools, vises to align, position, and secure part for machining.

Van Driver

CNH Industrial - Burlington, IA
May 2022 to January 2023

- Pick up passengers from home or chosen location safely.
- Drive passengers to their destination for example: work, store run, washer interior & ect.
- Provide excellent service to our/ my passengers.
- Keep track of fuel usage and report receipts.
- Perform minor vehicle maintenance.
- Made airports runs.

General Laborer

Presrite/ Talent Corp - Jefferson, OH
April 2022 to May 2022

Furance operator weighing out metal ingots and scrap metal, loading metal into furnaces, using controls to regulate fuel and airflow to the Furance, monitoring coolant, controlling Furance temperature and tending to other duties as needed.

- Luber operator lubbing the metal parts on the press to keep to steel from sticking once steel began to be shape forming from the press parts.
- Perform duties such as assisting changing the press over once the job description has change.
- Handling heavy material.
- Keeping area clean.

Quality Assurance Supervisor

Coca-Cola Bottling Company UNITED, Inc - Montgomery, AL
February 2019 to April 2022

- Trouble Shooting
- Perform beverage testing to include: Brix, Assay, CO2, Net Contents, pH and Taste & Odor
- Perform package attribute testing to include: Closure Removal Torques, Can Lid Application (Where Applicable), and Visual Appearance
- Perform finished product attributes such as: Correct Bottle/Can, Correct Closure/Lid, Correct Label,
- Correct Production Date Code to include final packaging (Cases, Cartons, Trays, Wraps, etc.) and verification of any Promotional Identification.
- Syrup testing such as Brix, Assay, pH to include the use of the HPLC unit.
- Using handbook formula to create the perfect drink starting from concentrate liquid.
- Measuring the sweetener by inputting the correct number in computer system to be transferred to the correct tank number and divert panel.
- Perform lab equipment calibrations and/or verifications as needed. Quality Manager where applicable.

- Perform Internal Clean In Place (CIP) setup as described by the Quality Manager where applicable.
- Participate in the Sensory Program where applicable.
- Data entry from product testing is required in LDMS to include review of test results and reaction if necessary should an out of specification situation arise.
- Knowledge of the Product Hold Program (when to use and when not to use).
- Refer back to SOP's when needed and to include the use of Master Control as well.
- Perform daily lab housekeeping to include practices inside and outside the lab where needed.
- Maintain lab testing equipment supplies to include ordering and inventory control.
- Perform Internal Clean In Place.
- Responsible for receiving and testing raw materials where applicable.
- Communicate with cross-functional departments to ensure understanding of customer issues & improvements with products.
- Knowledge of water treatment pulling samples for: Recovery RO, NF Composite, NF Permeate, Reverse Osmosis and City Water.
- Assisted, Knowledge and experience of GMP (Good Manufacturing Practice) and ISO Audit
- Knowledge of SAP and CC+I
- Knowledge of Bulk off loading
- Certification in microbiology, HACCP Certified
- Pay Role

Machine Operator/Assembly/ Material Handler/ Forklift Operator

Coca-Cola Bottling Company UNITED, Inc - Montgomery, AL

January 2018 to February 2022

- Follows procedures and guidelines to conduct a variety of tasks which part of the production process, which can includes load material into production machine; removing packs and sorting raw materials it finished products.
- Accountable for the set up operation and trouble shooting of equipment
- Visually inspect all incoming material and put going product and make mini adjustment as needed.
- Perform and evaluate package integrity test
- Identify non-conforming product
- Identify and report product or machine problems to production, maintenance using 2 way radios
- Monitor computer terminals and IIT screens
- General Laborer
- Warehouse operations
- Followed safety standards and established SOPs when handling, mixing and storing hazardous chemicals.
- Choose, inspected, weighed and measured ingredients for each production run.
- Located materials and supplies by pulling and verifying items on production orders.
- Labeled, recorded and inspected packaging to prepare for shipment or storage.
- Ecolab Procedures
- Cleaning floors with chemicals Advantis 330, Foam Shine, Enforce, AC-55-5 Red, sodium Hydroxide, Hydrochloric Acid.

Rural Carrier Associate (RCA)

United States Postal Service - Deatsville, AL

January 2017 to February 2019

- Sort and bundle incoming mail, placing special focus on areas that they need to be delivered to

- Ascertain that mail such as parcels, packages and letters are properly bundled according to their type and delivery location
- Place all bundled mail in different sacks and load them onto assigned delivery vehicle
- Ascertain that work orders for all assigned mail is obtained from the supervisor
- Map appropriate routes using both the GPS and standard maps, ensuring that the shortest and safest routes are determined
- Drive assigned delivery vehicle to different delivery destinations in a time efficient manner
- Verify addresses on work orders and parcels / packages / envelopes with actual addresses
- Hand over mail to customers by first verifying their identities and ensure that any needed signatures are obtained
- Deliver COD (cash on delivery) parcels, obtain signatures on receipts and ensure that the right amount of payments are made
- Relay all delivery information to the postal station and communicate any problems such as route problems in rural areas to the supervisor
- Ascertain that the assigned vehicle remains in good repair and that minor maintenance and repair work is timely performed

Residential Aide

Montgomery Association for Retarded Citizen - Montgomery, AL
October 2010 to February 2019

Provide appropriate supports for needs of residents to enable each to live as independently as possible such as personal hygiene and behavior in their residence.

- Assist, monitor, transport, and teach individuals via daily living activities.
- Aid residents in maintaining a clean, healthy and safe living environment.
- Promote academic success by serving as a role model through positive behavior.
- Provide excellent customer service at all times to provide residents a comfortable environment.

Resolution Specialist

Expert Global Solutions (EGS), Inc - Montgomery, AL
January 2015 to January 2017

Responsibilities

Deal with customers diligently, courteously and professionally while collecting payments.

Respond to customers inquiries.

Manage all accounts receivable and provide all check request.

Assist to maintain records of all entries.

Perform research for all complaints and recommend required action forsake and assist to resolve all issues.

EVS Technician

Hospital - Seattle, WA

December 2014 to January 2015

Followed safety standards and establish SOPs when handling, mixing and storing hazardous chemicals. Operating power equipment tools such as backpack vacuums and floors sweepers.

Cleaned elevators, glass and planters and public areas such as lobby, pool and public restrooms and moving chairs desks and beds around rooms around and underneath furniture.

Assembly Line Worker

(BHS Contractor) Hyundai Motor Manufacturing America Company - Montgomery, AL

December 2012 to November 2014

- Perform assembly line work within HMMA plant operations.
- Promote company practices in the areas of safety, quality, cost, and production targets.
- Strong commitment to quality and team-oriented personality
- work a rotating shift (1st, 2nd and 3rd) some weekends.
- Equipment monitoring.
- Quality inspections.
- Assembly and production.
- Maintenance and repair.
- Machine calibration.
- Pay closely attention to details.
- Team player.

Dental Receptionist/Dental Assistant

River Region Health Center - Montgomery, AL

June 2014 to September 2014

- Greeting patients as they arrive and answering the phones
- Scheduling and canceling patient appointments
- Dental Charting and Treatment Planning
- Completing and filing insurance forms and dental billing records
- Translating dental services into proper billable codes
- Managing office inventory and supplies
- Communicating with dental supply vendors
- Handling test results (x-rays)
- Office duties, including document filing, scanning, and creation
- Excellent phone and in-person communication skills.
- Organization, time management, and multitasking abilities.
- An understanding of dental office procedures and workflow.
- Computer literacy in basic applications like email and Microsoft Office.

Education

Diploma

Wilcox Central High School - Camden, AL

August 2002 to May 2006

Diploma in Dental Assistant

Fortis College - Montgomery, AL

Skills

- training
- CPR
- retail sales
- chemistry
- Documentation
- Laboratory Experience (3 years)
- Dental Assisting
- Quality Assurance
- Payroll
- Human resources
- EMR Systems
- Microbiology
- CGMP
- Quality Control
- Assembly
- Manufacturing
- CGMP
- Quality control
- SAP
- Quality assurance
- Materials management
- HACCP
- Laboratory experience
- Customer service
- Payroll
- Driving
- Research