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## TINAMARIE KEYES

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### Professional Summary

Accomplished and energetic quality control lead with a solid history of achievement in customer service, and in production. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include but not limited in leadership, attention for detail, and hardworking.

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### Skills

- Production and Processing
- Active Learning
- Quality Control Analysis
- Monitoring
- Judgment and Decision Making
- Mathematics
- Troubleshooting
- Operation Monitoring

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### Experience

#### **Quality control lead**, 09/2017 to Current

##### **Hanover Foods** – Ridgely, Md

- Collect product samples and prepare them for laboratory analysis or testing.
- Document quantity, quality, type, weight, test result data, and value of materials or products, in order to maintain shipping, receiving, and production records and files.
- Compare product labels, tags, or tickets, shipping manifests, purchase orders, and bills of lading to verify accuracy of shipment contents, quality specifications, and/or weights.
- Signal or instruct other workers to weigh, move, or check products.
- Remove from stock products or loads not meeting quality standards, and notify supervisors or appropriate departments of discrepancies or shortages.
- Weigh or measure materials, equipment, or products to maintain relevant records, using volume meters, scales, rules, and/or calipers.

#### **Server Trainer/ Lead**, 03/2014 to 10/2017

##### **Cheddars Scratch Kitchen** – Camden, De

- Accept payment from customers, and make change as necessary.
- Request and record customer orders, and compute bills using cash registers, multicounting machines, or pencil and paper.
- Perform personnel activities such as supervising and training employees.
- Arrange tables and decorations according to instructions.
- Relay food orders to cooks.
- Communicate with customers regarding orders