

Imanii Jones

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I am interested in pursuing a role that fosters personal and professional growth, and where I can leverage my skills and expertise to make valuable contributions towards the company's success.

Work Experience

Inventory Control Specialist/ Quality Control Specialist (Full-time)

A2B Fulfillment - Greensboro, GA
September 2021 to Present

- Developed and implemented inventory management policies and procedures.
- Conducted regular physical inventory counts to ensure accurate stock levels.
- Monitoring inventory levels and forecasting future inventory needs.
- Maintained inventory accuracy and resolving discrepancies in inventory records.
- Analyzed inventory data to identify trends, patterns, and potential issues.
- Managed inventory replenishment and order fulfillment processes.
- Coordinated with other departments to ensure timely and accurate inventory transactions.
- Conducted audits and ensuring compliance with internal and external inventory control requirements.
- Collaborated with vendors to ensure timely delivery of products and supplies.
- Evaluated and recommended improvements to inventory control systems and processes.
- remove or discard all products and equipment that fail to meet specifications.
- examine products and materials for defects or deviations from specifications.

Security Officer (Full-time)

Securitas - Augusta, GA
May 2021 to August 2022

- Operated machinery and equipment on the production line according to established procedures and production schedules.
- Monitored the production process and adjusted as needed to maintain quality standards and production rates.
- Performed routine maintenance on equipment, including cleaning, lubrication, and minor repairs.
- Troubleshooted equipment malfunctions and make necessary repairs or escalate to maintenance team.
- Recorded and maintained production data, such as equipment performance, production rates, and materials used.
- Maintained a safe and clean work environment by adhering to safety procedures and performing routine housekeeping tasks.
- Communicated effectively with supervisors and team members to ensure smooth production flow and efficient problem resolution.

Correctional Officer (Full-time)

Hancock State Prison - Sparta, GA
March 2018 to May 2021

- Secured the prison by monitoring inmates, controlling access, and searching inmates, visitors, mail, and packages.
- Enforced prison rules, state and federal laws to maintain order, discipline, and control over inmates.
- Inspected cells and common areas for contraband and reported findings to supervisors.
- Supervised inmates during meals, recreation, and activities while intervening to prevent conflicts or disturbances.
- Searched inmates' living areas for prohibited items such as drugs and weapons.
- Reported on inmate behavior, incidents, and activities while maintaining accurate records of movement and conduct.
- Assisted inmates with medical care and communication with family members.
- Participated in training programs to maintain job-related skills and knowledge.
- Communicated effectively with prison staff and adhered to policies, procedures, and laws to maintain a safe environment for inmates and staff.

Administrative Assistant (Full-time)

Jones Catering Company - Sparta, GA

May 2013 to January 2020

- doing tasks such as filing paperwork
- answering phone calls
- preparing documents for important meetings.
- managed the calendar for supervisor.
- Conducted quality control checks to ensure that products met specifications and standards.
- Collaborated with team members.
- maintaining records, carrying out procedures, preparing a variety of complex documents.

Machine Operator (Full-time)

Mannington Mills - Madison, Ga

December 2017 to March 2018

- Operated and maintained various types of machines, including CNC machines, lathes, and mills.
- Conducted routine maintenance on machines, such as cleaning, oiling, and replacing parts.
- Troubleshoot and resolved machine malfunctions to minimize downtime.
- Interpreted technical drawings and blueprints to ensure accuracy and precision in production.
- Conducted quality control checks to ensure that products met specifications and standards.
- Collaborated with team members to optimize production efficiency and output.

Medical Receptionist

Doctor Bodie Doctor's office - Sparta, GA

July 2013 to June 2017

- Greeted patients, register them, and verified their insurance information.
- Scheduled appointments and answered patient inquiries via phone or email.
- Maintained medical records and updated patient information as needed.
- Processed billing and insurance claims accurately
- Assisted physicians and other medical staff with administrative tasks as needed.
- Maintained a clean and organized reception area.
- Adhered to all privacy and confidentiality guidelines.
- Worked with other staff members to ensure smooth patient flow and timely service.

Education

High School Diploma

Hancock Central High School

Skills

- Administrative experience
- CNC
- Medical records
- Front desk
- Security
- Forecasting
- Organizational skills
- Quality control
- CNC lathe
- Law enforcement
- Cleaning
- Medical scheduling
- Machining
- Medical receptionist
- Order fulfillment
- Maintenance
- Blueprint reading
- CPR
- Inventory control
- Data analytics
- Purchasing

Certifications and Licenses

First Aid Certification

CPR Certification

Guard Card

Peace Officer Certification