

THERESA GOODSON

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CAREER OBJECTIVE

Hardworking, highly motivated professional eager to lend combined knowledge and skills to enhance business performance. Operates well in both individual and team capacities, leveraging seasoned work ethic to quickly adapt to different processes and drive company objectives. Resourceful and results-driven with a passion for growth and efficiency to meet company needs and increase service value.

EDUCATION

SOUTHERN NEW HAMPSHIRE UNIVERSITY
MANCHESTER, NH (ONLINE)

Bachelor of Science (B.S.) Operations Management Candidate (Expected Graduation June 2027)

SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LA

Completed coursework towards B.A. General Studies (Jan 1994)

ANDREW JACKSON HIGH SCHOOL
CHALMETTE, LA

High School Diploma (May 1993)

PROFESSIONAL EXPERIENCE

TEXTRON SYSTEMS

JUNE 2021- *Present*

Senior Toolroom Technician

- Delivered and route materials to departments used hand truck, conveyor, and sorting bins.
- Processed paperwork associated with receiving and shipping operations.
- Recorded shipment data for reporting, accounting, and recordkeeping purposes.
- Examined shipment contents and compared with manifests, invoices, and orders to verify accuracy.
- Assisted in training new team members on proper procedures related to shipping, receiving and tool room attending.
- Performed regular cycle counts to ensure inventory accuracy.
- Post updates to automated systems to insure parts availability.
- Tracked shipments using various methods such as bar-coding systems and RFID scanners.

- Ensured accurate record keeping of all items received and shipped out.
- Forklift Certified
- Bulk Fuel Training

APOLLO PROFESSIONAL SOLUTIONS

Contract Employee for Boeing Co., Oct.2019 – May 2021

Production Coordinator

- Production Coordinator for SLS Green Run at Stennis Space Center
- Assist with processing and movement of production and other materials into and out of storage, production and other locations to support the flow of production following standard work instructions.
- Post updates to automated systems to insure parts availability.
- Working knowledge of Inventory systems such as Cribmaster and Compass Contract
- Working knowledge of Production floor software such as MES
- Initiate Storeroom to Storeroom transfers, Return to Stock, Confirm to Stock, Issue and Pick parts using Compass Contract
- Initiate transfers, Issue out and Return stock within Cribmaster
- Initiate Equipment Transmittal Record for Calibrated tools to receive calibration at metrology lab
- Communicate needs of production team (Work order kits, chemicals, supplies, and consumables) internally to restock shop floor stock
- Participate in daily FOD walk of production areas
- Participate in daily team meeting to report back to leadership the needs of my assigned production area
- Works with Tool Services and Central Stores to provide Production floor with needed parts, tools, PPE, etc.
- Able to perform pre-audit inspections, and restock on toolboxes, chemical cabinets and consumable cabinets and coordinates with Central Stores and Tool Services the observation from audit
- Knowledge of BESSy and proficient in creating shipping documentation for parts, tools, and PPE between sites as needed
- Forklift certified

FOLGER COFFEE COMPANY, NEW ORLEANS, LA

Level 3 Technician, Jul 2007 – Jun 2019

Roll 1 2007-2014 Level 1 & 2 Technician- Production Floor Focus Area

- Reassemble machines after the completion of repair or maintenance work.
- Start machines and observe mechanical operation to determine efficiency and to detect problems.
- Inspect or test damaged machine parts, and mark defective areas or advise supervisors of repair needs.
- Lubricate or apply adhesives or other materials to machines, machine parts, or other equipment, according to specified procedures.
- Install, replace, or change machine parts and attachments, according to production specifications.

- Dismantle machines and remove parts for repair, using hand tools, chain falls, jacks, cranes, or hoists.
- Set up and operate machines, and adjust controls to regulate operations.
- Clean machines and machine parts, using cleaning solvents, cloths, air guns, hoses, vacuums, or other equipment.
- Confined Space Trained MERT/CPR Trained Firehose Trained

Roll 2 2011-2014 Level 3 Technician- HS&E Pillar/ Lab Focus Area

- Collected samples during production and tested to determine in-process product quality
- Overseeing maintenance of quality and safety programs including Good Manufacturing Procedures (GMP's), Sanitation Standard Operating Procedures (SSOP), Hazard Analysis and Critical Control Points (HACCP)
- Maintain product quality and adherence through HS&E Pillar Team ownership of Safety & Quality and Chemical Management under Change Control
- Overseeing training and management of plant sanitation & product sampling
- Focus on Coaching, Feedback, Performance Management & Evaluation
- Participated in internal manufacturing audits to assure product conformance to desired specifications and were in accordance with operational limits

Roll 3 2014-2019 Level 3 Technician -Material Management/ Logistics Focus Area

- Material Management working with SAP and Oracle software
- Storeroom Management providing materials for Production Floor
- Participated in Material Management Audits adhering to 5S standards and Standard Operating Procedures
- Implemented Material Control guidelines for Storeroom consisting of standardized tracking forms for checked out materials
- Scheduled Bulk trucks for incoming deliveries to the plant
- Scheduled Materials coming from Silo Caf at The Port of New Orleans
- Provided Bills of Ladings for Customs
- Organized teams for Bulk truck unloading depending on customer needs or material type
- Coordinated areas to be unloaded between two plants
- Scheduled teams for At-Site unloading based on a customer production schedule and pack out instructions
- Monitored inventory of packaged materials ready to be shipped
- Reserved and scheduled pick up with trucking company
- Communicated with customers regarding location of goods in transit
- Provided customers with all documentation for shipments

M G MAHER & CO., NEW ORLEANS, LA

Freight Forwarding Coordinator, Apr 2004 – Jul 2007

Export Freight Forwarder

- Reserve necessary space on ocean freighters, aircraft, trains, or trucks.
- Complete bookings for shipment via Land freight to Port of call for Ocean Liners
- Complete shipping documentation, such as including bills of lading, packing lists, dock receipts, and certificates of origin.
- Inform clients of factors such as shipping options, timelines, transfers, or regulations affecting shipments.

- Monitor or record locations of goods in transit.
- Verify adherence of documentation to customs, insurance, or regulatory requirements.
- Provide detailed port information to importers or exporters.
- Provide shipment status notification to exporters, consignees, or insurers.
- Working knowledge of SDS's , CoA's, CoO's , and BOL's
- Able to work within AS400 software
- Booked trucking for pick up of containers from facilities for transport to port

REFERENCES

References available upon request