

MUHAMMAD M. LEWIS



Objective

Seeking a position to utilize my skills and knowledge to not only advance my career, but to maximize the strengths, proficiencies and profits of a growing company.

Summary of Qualifications

Highly motivated worker with over 6 years' experience within warehouse, printing, and quality assurance business units. A dependable employee who is extremely creative, hands-on, team-focused, and wants to be challenged. Flexible and versatile – able to work well under pressure and thrive in deadline-drive environments.

Education

Southern New Hampshire University – Online

Bachelor of Art in Graphic Design and Media Arts, Anticipated Graduation: April 2018

St. Mary's College – St. Catherine, Jamaica

High School Diploma, November 2004

Proficiencies

Xerox 550 Lexmark Printing Software Trainer

Microsoft GP Program

Microsoft Office

AXXIS Digital Label Finisher

Command Workstation

Adobe Illustrator, Adobe Photoshop, Adobe InDesign , Adobe Dreamweaver
and Adobe Premiere Pro



Professional Experience

XYMOGEN

ORLANDO, FL

Private Label Graphics Designer Feb 2016 –Present

All responsibilities listed below and including

- Designing Labels, Booklets, Table stocker, Bottle Images and DRS for any new and existing private label client/Doctor base on their specific needs for Company on a overall basis.
- Speaking to customer on a daily basis
- Pre-press labels for metallic finish white Bop and so forth for printing proposes

Quality Assurance Specialist, May 2013 – Feb 2016

- Log labels into inventory
- Receive component for Manufacturing and submit the documentation for the component to the laboratory for further testing and processing.
- Reconciliation of the label that was used by the Manufacturing and Private Label department.
- Release label to Manufacturing and Private Label department to be place on the bottles.
- Use a system called GP to release order for the Private labeling department and Customer service representative.
- QA labels for Manufacturing and Private Label departments, QA the information on the label supplement fact barcode Description, center panel all of the label also size.
- File away documentation of the QA release form and log in the QA secured File cabinet

Private Label Print Center Specialist, Team Lead, May 2012 –May 2013

All responsibilities listed below and including

- In charge of maintenance service, service calls and ink supply orders for Xerox 550 machine
- Supervisor daily duties of three (3) employees
- Train new team members on the proper use and technical aspects of the printer center and accompanying machinery/printer



Quality Assurance Specialist, January 2011 – May 2011

- Verify supplemental facts and ingredients of the product

Private Label Print Center Specialist, December 2010 – May 2012

- Process invoices received from Customer Service Representatives and document invoice/job information on required forms (e.g. PF.003)
- Extract customer information with label from the Plasma Software and verify information prior to printing
- Trained to operate, fix and train on the Xerox 550 machine and AXXIS Digital Label Finisher
- Use adobe reader and command workstation software
- Print more than 1,000 labels daily using the Xerox 550 and AXXIS Digital Label Finisher
- Communicate with CSRs and other departments regarding errors on labels and invoices

Private Label Fulfillment Specialist, May 2010 – December 2010

- Scan invoices and pull products from inventory
- Prepare orders by verifying lot number and expiration date on bottles
- Read and cross-compared labels printed to raw/skeleton files to ensure label consistency for each order and labeled products with corresponding label(s)
- Final check orders by verifying quantity and product information of fulfilled product with invoice
- Prepared and packed orders for shipping
- Unpeeling labels from bottles if necessary
- Operated UPS Shipping Software

WINTEL

LONGWOOD, FL

Assembler/Production Worker, February 2009 to April 2010

- Assembled telephones from scratch, semitone switch for the telephone, and dials on the telephone
- Connected wires to various parts of the phone to join handset with the phone box
- Built handsets
- Assembled boxes for shipping
- Sauder seven pin headers to the dials on the phone





Shipping & Receiving Clerk, April 2007 to March 2008

- Shipped packages through UPS using a computer system called Yantra
- Verified that the inventory on packing list was in each box for shipping
- Worked with a computer program called Manifest System
- Cleaned various areas of the worksite

References

Available on request

