

Jessica Claire

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SUMMARY	<p>Hardworking Warehouse Associate with excellent materials handling, storage management and shipment preparation skills. Experienced in picking orders, assembling pallets and preparing containers. Delivers accurate inventory counts and maintains detailed warehouse records. Meticulous Warehouse Worker with strong focus on quality and performance. Comfortable working in cold storage and extreme warehouse environments. Knowledgeable about commonly-used practices and procedures within warehouse industry. Dependable Warehouse professional with excellent time management, equipment operation and teamwork abilities. Knowledgeable about OSHA requirements and general safety practices. Driven to improve efficiency and quality by adhering to company procedures.</p>		
SKILLS	<ul style="list-style-type: none">Shipment PalletizationPicking and PackingPurchase Order ReviewCycle CountsHeavy LiftingBasic MathematicsMaterial Loading and UnloadingCleaning and OrganizationHealth and Safety RegulationsProblem-SolvingHeavy Equipment OperationSorting and LabelingAttention to DetailSafety ProceduresStaff TrainingSelf-Motivated and DisciplinedWarehouse OperationsClear CommunicationAble to Lift and Carry 100 Lbs.		
EXPERIENCE	<p>WAREHOUSE WORKER 08/2022 to CURRENT</p> <p>Gms Missoula, MT</p> <ul style="list-style-type: none">Organized warehouse design to maximize space for stock while allowing for high volume traffic zones.Established and maintained good relations with customers, vendors and transport companies.Monitored work areas for cleanliness and functionality and removed obstacles for safety.Staged and sorted multiple types of products for loading.Examined packages and goods for damage and notified vendors of replacement needs.Moved large and bulky items manually or with pallet jacks or forklifts.Updated inventory and production information using warehouse management systems and scanner guns.Packed and labeled merchandise to prepare for loading and shipment to customers.Lifted materials of varied weights on regular basis.Assisted coworkers with special projects to learn new tasks while gaining additional responsibilities. <p>FACT FOOD WORKER 02/2022 to 08/2022</p> <p>Penn State University University Park, PA</p> <ul style="list-style-type: none">Kept customer and food preparation areas clean and well-organized.Completed side tasks by restocking condiments and cleaning refrigerators.Processed transactions and made change for cash payments or accepted credit cards, debit cards and gift cards.Boosted customer satisfaction by quickly addressing and resolving complaints with food or service.Recorded customer orders and communicated clearly to confirm each order.Maintained neat, well-groomed appearance, impeccable personal hygiene, hair restraint and minimal jewelry to meet company standards.Answered customer questions about food preparation, responding to ingredient and allergen concerns.Made and served coffee, tea and fountain drinks.Organized food items on serving trays and in carry-out packages.Operated grills, deep fryers and griddles safely to avoid accidents or injury.Reported food inventory and supplies to management to reorder and maintain adequate stock.Served orders to customers at windows, counters and tables.Operated cash register and received payment from customers in cash or credit form.Followed company safety standards for food quality and sanitation procedures.Worked with teammates and openly invited coaching from management team.Packaged menu items into bags or trays and placed drink orders into carriers for easy transport. <p>CAR WASH EMPLOYEE 02/2020 to 04/2022</p> <p>Simon Mobile Car Wash City, STATE</p> <ul style="list-style-type: none">Cleaned wheels, tires, hub caps and wheel covers to protect wheels and wheel components from deterioration.Greeted each customer and supplied service-level options and pricing, including promotional and membership information.Used scrapers, brushes, clothes, cleaners, disinfectants, insecticides, acid, abrasives, vacuums and hoses to clean and protect interior and exterior of vehicle.Detailed inside of vehicles, including scrubbing, shampooing and vacuuming interior.Pre-soaked or rinsed machine parts and equipment by immersing objects in cleaning solutions or water.Used vacuum cleaners and buffers to clean interior of vehicles.Mixed cleaning solutions and abrasive compositions according to formulas.Preserved exterior paint by carefully cleaning cars with proper techniques and solutions.Washed vehicle exteriors, detailed interior and applied external sealant or polish.Applied wax to auto body and wiped and buffed surfaces to prevent oxidation.Inspected vehicles thoroughly to recommend changing of auto parts, painting and other necessary services. <p>AGRICULTURAL FIELD WORKER 10/2015 to 08/2021</p> <p>South Pacific City, STATE</p> <ul style="list-style-type: none">Transported barrels, baskets and crates of picked fruit to assigned areas.Used hand tools, ladders and other equipment to complete assigned tasks efficiently.Loaded and unloaded containers of fruit manually and with conveyors and hand trucks.Loaded and unloaded crop harvests into trucks or storage areas.Harvested [Type] crops by hand to avoid damage to delicate items. <p>EDUCATION AND TRAINING</p> <p>High School Diploma 06/2022 Foothill High School, Bakersfield, CA</p> <p>EMT Fire Prevention And Safety Technology Bakersfield College, Bakersfield, CA</p> <p>LANGUAGES</p> <table><tr><td>Spanish: Negotiated:</td><td>English: Negotiated:</td></tr></table>	Spanish: Negotiated:	English: Negotiated:
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