

BrieAnna Forster

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Looking forward to being able to contribute my various skills to be a beneficial addition to a potential employer as well as learning new skills to grow into a career.

Willing to relocate to: Everett, WA - Lake Stevens, WA - Arlington, WA

Authorized to work in the US for any employer

Work Experience

Packaging Line Operator

Natural Factors - Monroe, WA

October 2019 to November 2020

- Clean and sanitize machines and work areas
- Adjust equipment to meet specified quantity on work order
- Change equipment and machine parts as needed
- Prepare packaging line for operation by filling equipment with product and bottles • Ensure caps, seals, labels, lot number and expiry date are correct
- Periodically check bottle weights and make adjustments where required
- Package bottles in boxes and label boxes
- Assemble boxes and trays
- Accurately complete all necessary paperwork
- Follow and adhere to all given instructions including work procedures, Standard

Operating Procedures (SOPs) and current Good Manufacturing Practices (cGMP)

- Strictly adhere to and observe all safety policies as outlined in the company

policies and training sessions • Other duties as assigned

Parts Delivery Driver

O'Reilly Auto Parts - Arlington, WA

August 2018 to May 2019

Responsible for ensuring timely delivery to our customers on specific routes, reviewing invoices prior to delivery, loading and unloading vehicles and providing exceptional customer service to our clients. Positively interacting with mechanics, parts specialists and other employers at dealers and mechanic shops to ensure the appropriate transactions are made and deliveries are correct. Stocking stocking and inventory duties between deliveries. Handling returns and the appropriate paperwork. Responsible for the cleanliness and standard maintenance of delivery vehicles as well as observing company safety procedures.

On-Site Apartment Manager/Maintenance/Security

El Camino Apartments - Seattle, WA
August 2014 to July 2015

Assisted on the property with security, service calls such as tows, appliance repairs and other basic needs. Maintenance duties including painting, apartment prep and turn overs. Manager duties included showing units, application processing and contacting potential tenants.

Assistant Manager

Garlic Jims - Mill Creek, WA
March 2011 to December 2011

Opening and closing duties, inventory and computer input, basic cleaning, answering phones, POS and making pizzas. Oversees all operations of the store while working independently as well as training new employees.

Assistant Manager

Jet City Pizza - Everett, WA
February 2011 to September 2011

Opening and closing duties, inventory and computer input, basic cleaning, answering phones, POS and making pizzas. Oversees all operations of the store while working independently as well as training new employees.

Cashier

Pep Boys - Everett, WA
January 2009 to June 2009

Cashiering, stocking store, answering phones, assisting customers in finding products/parts and cleaning store and restrooms.

Customer Service Ambassador

The Customer Service Experts - Everett, WA
November 2008 to May 2009

Assisting customers in finding stores, answering phones, selling lotto tickets and gift cards, assisted with monthly mall promotions and other marketing.

Office Assistant

Krisco Aquatech Pools and Spas - Woodinville, WA
June 2005 to September 2005

Answering phones, keeping stock room clean and organized, filing papers, computer and data entry and cleaning warehouse and store.

Education

High school or equivalent in general studies

Cascade High School - Everett, WA
September 2004 to June 2008

Skills

- Apartment Maintenance
- Remodeling units from walls, painting, flooring, cleaning, appliances, and structure. (1 year)
- Cash Register (7 years)
- assistant manager (1 year)
- Telephone Skills (7 years)
- Security (1 year)
- delivery driving (1 year)
- Customer Service (7 years)
- janitorial (2 years)
- Training (Less than 1 year)
- Data Entry (Less than 1 year)
- Scheduling (Less than 1 year)
- Inventory Management (Less than 1 year)
- computer skills (10+ years)
- auto detailing (10+ years)
- Automotive Maintenance (5 years)
- Childcare (10+ years)
- Housekeeping (10+ years)
- Microsoft Word
- Microsoft Office
- Driver
- fast learner
- Driving
- Greet
- Office Equipment (5 years)
- Time Management
- Packaging
- Quality Assurance
- CGMP
- Vehicle Maintenance
- English

Certifications and Licenses

Driver's License

March 2010

Current Valid Driver's License as well as a clean driving record