

Courtney Smith
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PROFESSIONAL SUMMARY

An organized, detail oriented, and conscientious self-starter, able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure. Very fast learner and eager to learn new skills.

WORK HISTORY

Assembler Mechanic - Boeing

- * Assembled parts per work instructions and blueprints
- * Stamped off work when complete and ready for QA inspection
- * Utilized Windows 10 and Outlook
- * Kept up to date on my certifications to complete my work
- * Applied decals and stencils when needed
- * Used various hand and powered tools
- * Took electrical resistance measurements with correct device
- * Cleaned using appropriate chemicals
- * Sealed parts when needed
- * Followed safety guidelines
- * Kept work area clean at all times

Shipping - Westwood Precision

- * Determined appropriate box size and safely packaged parts for shipment
- * Determined method of shipment and prepared invoices and other shipping documents
- * Packaged parts and either prepared them for delivery or added them into our inventory
- * Take inventory, maintained storage area
- * Stand for up to 8 hours
- * Bend, stoop, kneel and able to lift up to 50+ pounds

Shipping/Receiving Coordinator - Farmers Equipment Co

- * Determined method of shipment and prepared bills, invoices and other shipping documents
- * Received merchandise - checked and signed delivery slips, and assisted with unloading as necessary
- * Inspected and verified incoming goods against invoices or other documents, records shortages and rejects damaged goods
- * Accepted or returned merchandise according to established company procedures.
- * Calculated prices according to guidelines, and affixes bar codes, prices, and security tags as necessary
- * Organized distribution and shipping of merchandise.

- * Made necessary verifications against documents, unpacks and routes goods to appropriate storage areas
- * Take inventory, maintained storage area, organized and placed stock on shelves.
- * Stand for up to 8 hours
- * Bend, stoop, kneel and able to lift up to 50 pounds
- * Used forklift to move inventory around and to load/unload trucks
- * Used various hand tools to assemble products for display or sale

Center Manager - Advance America

- * Managed the P&L to meet Revenue, Expenses and CGP
- * Guided daily, weekly & monthly center goals and objectives
- * Built strong relationships with current and potential customers
- * Addressed customer concerns, and actively participated in customer transactions
- * Marketing efforts in the community and over the phone to generate sales and customer growth
- * Maintained accurate cash controls
- * Created and maintained accurate customer files with all required documentation
- * Performed and documented collection calls from past due, NSF and write-off customers
- * Completed other administrative/clerical tasks

Assistant Manager - Advance America

- * Actively assisted in meeting the center's performance metrics as defined by management
- * Understood, recommended, and sold financial products and services to customers
- * Built strong relationships with current and potential customers
- * Addressed customer concerns, and actively participated in customer transactions
- * Marketing efforts in the community and over the phone to generate sales and customer growth
- * Assisted in the P&L to meet all budgeted numbers and managers expectations for the center
- * Maintained accurate cash controls
- * Created and maintained accurate customer files with all required documentation
- * Performed and documented collection calls from past due, NSF and write-off customers
- * Completed other administrative/clerical tasks

Crew Member - Taco Bell

- * Greeted customers in the restaurant and/or drive-thru
- * Took customers orders and processed payments
- * Prepared and stored food ingredients
- * Assembled food and beverage orders, checked to make sure they're correct & packaged products
- * Maintained a clean, safe work and dining environment
- * Stand for duration of entire shift