# Kyce A. Barnes

**401 S. Emporia 316-265-5211 ext208**

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SUMMARY OF QUALIFICATIONS

* Certified forklift operator
* Strong leadership skills
* Self-motivated individual
* Very punctual and arrives ready to work
* Works well alone or in a team environment
* Safety oriented with attention to detail
* Knowledge of food inventory management
* Experience planning and ordering from food service vendors
* A quick learner and very hands on

WORK HISTORY

* Pioneer Balloon Hand Folder Winfield, KS 8/2015 – 2/2016
  + Folded balloons for packaging and shipping
  + Checked products for quality control
  + Insured order accuracy
* State of Kansas Custodian Winfield, KS 4/2015 – 8/2015
  + Cleaned floors, walls, windows, and restrooms
  + Worked with cleaning chemicals and flooring buffing equipment
  + Followed all safety guidelines and procedures
  + Worked independently and with others as necessary
* Aramark Storeroom Manager Stockton, KS 5/2014 – 4/2015
  + Tracked food inventory and use
  + Maintained storeroom for cleanliness and used FIFO inventory system
  + Pulled all necessary items for meals three times a day
  + Worked closely with kitchen staff to ensure the correct items were ready
  + Occasionally worked as a line cook and preparation cook when needed
* Creekstone Farms Forklift Driver/Safety Inspector Ark City, KS 1/2008 – 1/2011
  + Certified forklift and motorized pallet jack operator
  + Handled shipping and receiving requests and loaded transport trucks
  + Worked with an inventory system and scanned barcodes with a handheld device to ensure accuracy
  + Checked workers equipment and truck retaining systems were operation and in good working order to ensure worker safety at all times
  + Reported all workplace accidents and created accident reports when necessary
* Southwind Rescare Direct Support Professional Winfield, KS 1/2006 – 1/2008
  + Checked in on assisted living patients
  + Transported patients to healthcare appointments
  + Assisted clients with household chores and duties
  + Dispensed medications to patients
  + Ensure safety and security of clients at all times
  + Followed all procedures and plans to guarantee client satisfaction