202 Monument Rock Road, Lake Point, Utah, 84074

(801) 638-7357

shobes1421@hotmail.com

Professional Experience

BioFire Diagnostics

Material Handler II

April 2018 - Current

- Crossed trained in all areas of the warehouse which include receiving, Kanban, EFSTK, quantifying, and shipping.
- Maintain warehouse in a clean, safe and orderly condition.
- Safely operate forklift and other heavy machinery to maintain perfect safety record.
- Inspect and safely operate all company vehicles to deliver company produced goods.

Rio Tinto

Hot Metals Tapper

February 2018 – April -2018

- Processed hot metals in the production of copper
- Trained in Basic Life Support
- Inspect forklifts and tapping areas to maintain safety record

Ameritech College of Healthcare

Financial Aid Representative

February 2013 – February 2018

- Counsel students and their families on financial aid options that are available to them
- Resolve student inquiries relating to financial aid
- Assist students in completing all necessary paperwork and verify for correct information
- Study and evaluate policies, regulations and applicable laws relating to financial aid product
- Process applications within the set deadlines
- Monitor student eligibility throughout the academic year and adjust loan awards and disbursements as needed
- Prepare detailed reports relating to financial aid options offered and current regulations
- Communicate student financial aid consequences for SAP, withdrawals, re-entry and appeals

RC Willey's

Day Shift Supervisor

August 2010 – February 2013

- Forklift Certified
- Inspect forklifts, pickers and general warehouse areas to maintain perfect safety record
- Ensure all OSHA safety standards are followed, make changes in company safety procedures as needed
- Receive, verify incoming orders, and prepare merchandise for shipment to guests or other stores
- Route and schedule deliveries, assist in loading guest vehicles and delivery vehicles
- Monitor warehousing system for inventory discrepancies and correct
- Resolve guest complaints and delivery issues
- Maintain warehouse in a clean, safe and orderly condition

Professional References

Justin Slagowski (801) 301-0156 RC Willey, Operations Manager Alanna Garton

(801) 816-8617

AmeriTech College, Financial Aid Manager

Matt Nelson (801) 707-2318 Farmers Insurance, Claims Adjuster