

Heather Bowling

I am seeking employment that offers growth, advancement, and membership in a winning team.

Henderson, KY
hbowling96@gmail.com
270-577-6204

Dependability, concern for detail, work with/without supervision, quick learner, personable, team player, strong communication skills, multi-task, and proficient in working in a fast pace environment.

Authorized to work in the US for any employer

Work Experience

Machine Operator

Lewis Bakeries - Evansville, IN
June 2016 to Present

Responsible for operating equipment (slicer, bagger, video jet, clippers, etc.), and make adjustments where needed. Verify and document product weights and dates accurately. Perform all work related duties to meet all requirements for daily production.

Production Worker

Bartlett Saw Services - Henderson, KY
December 2014 to May 2016

Brazing, grinding, packaging, and shipping.

Office Assistant

Chase Pump and Equipment - Henderson, KY
March 2012 to June 2014

Prepared contracts, policies, and invoices. Reviewed and verified data. Responded to requests for information. Answered phone calls. Provided support to office manager. Processed routine paperwork. Greeted and directed visitors, deliverymen, clients, and the general public. Resolved customer complaints. Made appointments and travel arrangements.

Office Assistant

Rogers Jewelers - Evansville, IN
March 2010 to February 2012

Performed all opening and closing office essentials. Confirmed bank deposits and diamond counts. Maintained layaway accounts and credit accounts. Reconciled daily totals for P.O.S. terminal and prepared all related reports. Assisted on sales floor as required.

Education

Some college in Computer Information Technology

Henderson Community College - Henderson, KY

August 2015 to May 2016

Diploma in Retail and Marketing

Henderson County Senior High - Henderson, KY

August 1994 to May 1998

Skills

Management, Clerical, Labor Relations, Microsoft Office