Tiffany Mullins

404.437.8697

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**Objective**

To change to an entry level career utilizing my previous and new experience, skills, and education with room for advancement

**Education**

**Tri Cities High School, East Point, Georgia, 2006 graduate**

**Gordon College, Barnesville, Georgia. 2006-2007**

**Job Corps, Atlanta Georgia, 2008- Business Administrative Certification**

**Georgia State Capital, Atlanta, Georgia, 2008- Internship**

**Professional Experience**

2014- Present, Robert Bosch Atlanta, Georgia

Position: Warehouse Associate

Duties and Responsibilities: Warehouse Packer, Lift Operator and using computer skills

(Giving orders with time and date stamped and being able to get then out in a timely matter)

2011-2014, Randstad Staffing Services Inc. Atlanta, Georgia

Position: Warehouse Employee

Duties and Responsibilities: Warehouse Packer, Lift Operator and using computer skills

(Giving orders with time and date stamped and being able to get then out in a timely matter)

2010-2011, Quantun Staffing, Atlanta, Georgia

Position: Certified Forklift Operator/Cherry Picker

Duties and responsibilities: Performed daily tasks with forklift while exercising safety and timely organization skills. Damage controlled pre-packaged items for flaws, cleanliness before final packaging phase.

2007-2010, Hartsfield International Airport, Atlanta Georgia

Position: Building/Grounds Keeper

Duties and Responsibilities: Maintained clean sanitary environment in and around various parts of airport

2007-2007, Simon's Steak and Seafood, East Point, Georgia

Position: Hostess/Greeter

Duties and Responsibilities: Greeting guests, placing at proper tables. Maintained cleanliness of restaurant where needed.

Hobbies

Party Planning

Arts and crafters

Timed typing

Event Hosting

Special Skills

Microsoft Office Suite- Expert Level

Microsoft Office XP, Access- Intermediate Level

PowerPoint/Outlook- Expert Level

References

Ms. Marisa Harris

404.287.5778

[mdharris812@aol.com](mailto:mdharris812@aol.com)

Relationship- friend

Mrs. Melissa James

678.478.7397

Relationship- Professional Acquaintance

Mrs. Scarlette Phillips

404.805.9295

Relationship- Supervisor (General Manager for Bosch shipping department)