

# Kaity Cousar

105 View Court Apt #202

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## Career Focus

Hard-working, entry-level professional, looking to apply my education and experience to a job in Entry level. Areas of proficiency include versatility, willingness to perfect new things and adapt quickly. I am a reliable, dedicated and a hands-on individual.

## Core Qualifications

- Professional and mature
- Microsoft Word, Excel, PowerPoint
- Typing speed 30
- Fluent in Spanish
- Cash handling
- Motivated self-starter
- Inventory tracking
- ERP and WMS distribution systems
- Safe driver

## Education and Training

- |      |  |                      |
|------|--|----------------------|
| 2000 | Plainfield High School<br>High School Diploma: General Education, Business, Visual Arts.   | Plainfield, NJ, USA  |
| 2004 | Katherine Gibbs College<br>None: Business/ Executive Assistant<br>Continuing Education, Attended for one year , with the focus on obtaining an Associates Degree in Business Management. | Piscataway , NJ, USA |

## Accomplishments

Received the 5 year Outstanding Service Achievement Award at Wal-Mart Distribution Center in May, 2014. Named " Safety Employee of the Month" in June 2011 and also, March 2011. Contributed to an annual 50% increase in productivity through improvements in operations, quality, safety and administration. Surpassed company production goals frequently, as part of a team member. Also, helped Pathmark Inc. maintain a 90 % customer satisfaction rate on secret shopper surveys. Fulfilled all supervisory duties when Store Manager was on vacation. Passed the United States Postal Service exam 473 within the 88th percentile.

## Work Experience

- |              |   |               |
|--------------|---|---------------|
| May 2009     | Walmart Distribution Center   | Tobyhanna, PA |
| to           | Breakpack Orderfiller   |               |
| October 2014 | Key member of global distribution operations team, which coordinated shipments across 27 countries. Selected products for specific routes according to pick sheets and scan guns. Unloaded, picked, staged and loaded products for shipping. Operated WMS( Warehouse Management System) and Microsoft windows shipping system efficiently and accurately. Oversaw warehousing and storage practices and housekeeping. Followed proper selection procedures as established by the company. Worked at a rapid pace to meet tight deadlines. Completed numerous-hour OSHA training in Safety Awareness , Operated powered lift |               |

trucks, floor sweepers, pallet jacks and forklifts safely, with a 0% incident rate. .

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|----------------|---|----------------------|
| June 2007      | Prudent Publishing Company  | Landing, NJ          |
| to             | Quality Auditor/ Machine Operator   |                      |
| January 2008   | Interpreted and classified production and quality data for manufactured custom print holiday cards. Analyzed and interpreted blueprints, data and manuals to determine precise specifications. Inspected, tested and measured materials, products and installations to spec. Recommended corrective actions to minimize rate of product defects. Maintained operations below a 50% error rate by ensuring strict compliance with established processes. Managed paper, ink and printing supply inventories. Jogged and stacked paper by delivering blank or partially printed stock to equipment. Maximized production by operating Ink press machine and Foil press machine presses simultaneously.  |                      |
| October 2005   | ComForcare Senior Services  | Boonton, NJ          |
| to             | Administrative Assistant  |                      |
| September 2006 | Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information. Planned meetings and prepared conference rooms. Dispersed incoming mail to correct recipients throughout the office. Made copies, sent faxes and handled all incoming and outgoing correspondence. Designed electronic file systems and maintained electronic and paper files. Maintained the front desk and reception area in a neat and organized fashion. Facilitated working relationships with co-tenants and building management. Properly routed agreements, contracts and invoices through the signature process.  |                      |
| July 2002      | PathMark  | South Plainfield, NJ |
| to             | Deli Clerk  |                      |
| January 2005   | Opened and closed the store, including counting cash, opening and closing cash registers and creating staff assignments. Worked as a team member to provide the highest level of service to customers. Described use and operation of merchandise to customers. Placed special merchandise orders for customers. Shared product knowledge with customers while making personal recommendations. Demonstrated that customers come first by serving them with a sense of urgency. Maintained friendly and professional customer interactions. Verified that all merchandising standards were maintained on a daily basis. Carefully maintained sanitation, health and safety standards in all work areas. Performed general maintenance duties, including mopping floors, washing dishes, wiping counter tops and emptying grease traps. Maintained a neat, well groomed appearance including impeccable personal hygiene, hair restraint and minimal jewelry that met company standards. Assisted management with monthly inventory control and weekly stock ordering. |                      |