

# Cassy Stevens

Hard worker

Kentwood, MI  
cas\_25@yahoo.com - 16163257471

Inventory control, data entry, machine operation, shipping, packing  
Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Expeditor, Inventory Control Clerk**

Monroe LLC - Kentwood, MI - 2006 to July 2015

#### Responsibilities

Order and Stock materials for production, Back up inventory control clerk entering daily production data.

#### Accomplishments

I learned a lot about the procedures and provided help with anything that needed to be done.

## EDUCATION

### **ged**

wyoming comm ed - Wyoming, MI

### **Diploma in Medical Administrative Assistant**

Olympia Career Training Institute - Walker, MI

### **Nursing**

Grand Rapids Community College - Grand Rapids, MI

## SKILLS

word, excel, speed sheets, data entry, inventory control clerk, counting parts, mrp, expandable, ordering material for production, pulling and stocking parts for production, inventory control, machine operation, packing parts and shipping parts (9 years)