

Brianna Godsey

Data Entry Specialist/ Inventory Specialist - General Aluminum

Lima, OH

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To obtain a full-time or part-time position in your corporation/company to further my work experience

WORK EXPERIENCE

Data Entry Specialist/ Inventory Specialist

General Aluminum - Wapakoneta, OH - October 2014 to Present

Prepares source data for computer entry by compiling and sorting information; establishing entry priorities. Maintains data entry requirements by following data program techniques and procedures. Maintains operations by following policies and procedures; reporting needed changes. Maintains database by entering production counts, scrap produced, and down time. Count physical inventory on production floor.

Traffic Control Specialist

Area Wide Protective - Lima, OH - April 2014 to October 2014

Position temporary work zones utilizing warning signs, traffic cones barrels, etc. according to regulatory requirements. Load and unload work zone equipment, sometimes weighing up to 40 pounds, to/from the company vehicle. Drive the company vehicle to and from job sites in a safe manner. Stand and safely manage traffic control through active work zones while grasping a stop/slow paddle and utilizing radio communication. Complete all required paperwork in a timely manner. Keep company vehicle clean and orderly, informing management of any safety concerns or vehicle problems. Comply with all AWP policies, procedures and safety requirements. Perform any other general duties as specified.

Appointment Setter- BDC Representative

Reineke Lincoln Ford - Lima, OH - October 2013 to December 2013

Answered phones. Make outbound calls and took inbound calls. Updated the database. Set appointment with customers to come into the business.

Answered questions that customers had.

Resident Assistant

Elmcroft Assisted Living - Lima, OH - July 2013 to October 2013

Assisting elderly residents with their everyday activities such as: bathing, eating, and toileting, escorting them in wheelchairs and helping them with their walker. Responding to patients pendants when they need help and are not in site. Encouraging residents that they can do things on their own, even if they believe they cannot. Mopping, sweeping, washing the resident's laundry and putting their clothes away. Disinfecting the lobby, and all other rooms where the patients may gather. Helping to serve breakfast, lunch, and dinner, and bussing the tables afterwards. Taking blood sugars and blood pressure when needed.

Monitoring Specialist

Northwestern Ohio Security Systems - Lima, OH - July 2012 to August 2013

Lima, Ohio

Monitor

Respond to security system alarms, dispatch the police department, fire department, and paramedics, answer phones, assist customers with looking up their account information, make sure the security systems are working properly, and look up and enter information using the computer

Cashier, Food Prep

Happy Daz - Lima, OH - August 2011 to May 2012

Collected money from customers, assisted customers in getting their orders ready, and prepared drinks and ice cream treats for customers

Cashier, Food Prep

McDonalds - Lima, OH - March 2011 to August 2011

Collected money from customers, assisted customers in getting their orders ready, prepared french fries, and prepared drinks for customers

EDUCATION

Associates in Criminal Investigations

Everest University Online

2013 to 2015

High School Diploma

Lima Central Catholic High School - Lima, OH

2008 to 2012

SKILLS

•Cash Register •Microsoft Word •Microsoft PowerPoint •Microsoft Excel •Customer Relations •Math •Data Entry •Organization •Speech