

Tamara Bates

Goodview, VA - Email me on Indeed: [indeed.com/r/Tamara-Bates/55e093767e44e6be](https://www.indeed.com/r/Tamara-Bates/55e093767e44e6be)

WORK EXPERIENCE

Front Desk Clerk

Salem Animal Shelter - Salem, VA - November 2007 to March 2014

Responsibilities

Cleaned animal living spaces, filed paper work, took care of customers in person and on phone, ordered supplies, performed inventory, stocked shelves

Accomplishments

Possession of " Front Desk Security" Certificate

Skills Used

Computer, Excellent customer service, stocker, inventory

Front desk/ kennel worker

Regional Center for Animal Control - Roanoke, VA - March 2003 to September 2007

Responsibilities

Clean kennels in timely manner

Front desk customer service

Euth Tech

Assembly

Cooper Crouse Hinds - Roanoke, VA - September 1994 to March 2003

Responsibilities

I built explosion proof lighting

Constructed and assembled conduits

Worked in shipping and picking area

Accomplishments

Passed Blue Print reading class with a B +

Skills Used

Hand tools

Automated tools on production line

Picking and Packing

Leggs Hosiery - Salem, VA - June 1989 to July 1994

Responsibilities

Picked orders on production line

Shipping area

QC

Accomplishments

Hand and eye coordination

Shipped top quality product

Inspector/Machine Operator

Clarke American - Roanoke, VA - March 1984 to May 1989

Responsibilities

Ran printing machine for personal and corporate checking accounts

Inspection of checks

QC inspector