

Brenna Anderson

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Toccoa, GA
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Summary

I am very effective at taking on large and small tasks with little guidance or outside help. I efficiently manage time and I am a very hard working person.
Highly organized and detail-oriented. Excellent at managing multiple high priority tasks, I am very proficient in several areas. I am excellent at making sure any job gets done to the best of my abilities on time.
I take pride in the fact that I am known to always be at work and on time. I also take pride in learning any job and striving for perfection in any task or job that I am given.

Education

Stephens County Highschool
GED 1994
North Georgia Technical College
Criminal Justice (not completed)
Athens Regional Police Academy 2011
Basic Law Enforcement Training Course
Field Training Officer Certification

Employment History

Jackson County Sheriff's Office Jefferson, Ga
Sergeant, July 2013 - June 2014 Supervisor Sgt. Timothy Nix 706-207-3135
I started as a Deputy in the jail, promoted to Corporal and then to Sergeant. Supervised employees, inmates, full responsibility of the safety and security of the jail at night.
Clarke County Sheriff's Office Athens, Ga Supervisor Sgt. Clarence Grier 706-613-3270
Deputy, September 2011 - June 2013
Responsible for the daily operations of the jail, safety and security of inmates and other officers as well. Booking procedures and intake procedures of new arrestees in the jail.
Documenting daily activities inside the jail, as well as documenting any problems that may occur throughout the work day.
Ethicon Cornelia, Ga Supervisor Elias Esparza 706-778-2281
Suture Cutter, May 2008 - February 2009
Worked in a sterile environment, cutting sutures to desired length and packaged for shipment. Meeting production requirements.
Lanier Clothing Distribution Toccoa, GA Supervisor Angelina Blassingame 706-886-0362
Order Picker, September 2007 - October 2007
Pulled suit for orders and sent them to shipping per production requirements.
Autozone Distribution Warehouse Lavonia, Ga Supervisor Steve Brock 706-356-7068
Order selector, Inventory Control, July 2004 - September 2007
Pulled auto parts and merchandise for orders using a RF scanning system and then by voice pick system then sent them to be shipped or placed the pallets on the loading dock using a pallet jack.
Verified inventory in the warehouse using a RF scanning system and entered information into a warehouse inventory system.
Coats American Toccoa, Ga Supervisor Al Chambers (no longer open)
Machine operator, July 1994 - September 2002
Operated machinery to put the desired length of thread onto a cone per order requirements and sent to packaging while meeting production requirements.

References

Kyle Hibler
Jefferson, Ga
Phone: 706-614-0970
Cassandra Dalton
Toccoa, Ga
Phone: 706-599-1911
Joy Parson
Jackson County Sheriff's Office
Phone: 706-983-1947
Hailee Cotton
Jackson County Sheriff's Office
Phone: 706-870-7563
Alicia Brown
Clarke County Sheriff's Office
Phone: 706-499-9091
Nikkie Thomas
Bowman, Ga
Phone: 706-498-7714