

## **DATHY ELAINE ARNETT**

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### **Work History**

True Manufacturing Mexico, MO  
Production Labor 01/2011 - 12/2013  
Operated Machinery in Sheet Metal Dept. (Whistler Die Press, Accurpress Brake Press, Chicago Die Press, DiAcro Press Brake, Cincinnati Shear, Etc.), Operated Assorted Hand Tools, Production Labor, Assembly, Tack Welding, Detail Painting and Caulking, While Working as a Team Member to Safely Produce Maximum Amount of Refrigerated Coolers.

Swiss Colony Hannibal, MO  
Customer Service Representative 08/1999 - 01/2009  
Provided Customer Service while Maintaining Strict Confidentiality, Answering Multi-line Phones, Order Taking, Data Entry, Training Apprenticeship, Making Adjustments to Orders(shipped or unshipped), Making Adjustments to Customers Accounts, Entered Payments made by Phone, Working Emails from Customers Regarding their Order and/or Account.

Bethel Food Pantry Bethel, MO  
Coordinator 04/1999 - 08/2005  
Organized Building, Coordinated Food Orders, Pick-ups, and Deliveries, Unloaded Deliveries, Sorted and Stocked Inventory, Managed a Crew of 20-30 Volunteers, Record Keeping, Bookkeeping(Receivable and Payable), Maintained Check Book, and Made Deliveries to Home Bound Clients While Maintaining Strict Confidentiality.

Hardee's Family Resturant Macon, MO  
Crew Leader 02/2004 - 11/2004  
Opened the store; prepared the shift schedule and positions; prepared food; cleaned; organized; unloaded incoming inventory and put away; recorded inventory; waited on customers by taking their order, preparing their order, running the cash register, and serving their order; counting and processing the daily deposit; training and managing a staff of 8-10 employees; and provided great customer service.

### **Education**

*High School Diploma*  
Miller Grove ISD Miller Grove, TX, Graduated: 06/1989

*None*  
East Texas State University Commerce, TX,

### **Additional Education**

Cattle Visions Clark, MO, Date: 10/2006  
Science of Artificial Insemination

## **Additional Accomplishments**

Manager of Bethel Food Panty from 2000-2005

Volunteer for the Bethel Food Pantry from 1998-2000

## **Skills and Tools**

Bookkeeping / Accounting  
Data Entry  
Ten Key  
Microsoft Outlook  
Windows  
Machining  
Reading a Tape Measure  
Reading Thickness Gauges  
Computer Literate  
Fabricating Work  
Machine Tending

Copy Machine  
Multi-line Phone  
Cash Handling  
Customer Service  
Administrative Work  
Computer Operating  
General Office  
Microsoft EXCEL  
Microsoft Word  
Blueprint Reading  
Math Problem Solving

Reading Calipers  
Communication Work  
Assembly Work  
Machine Operating  
Material Handling  
Fax  
Scanner  
Cashier