

# Abby Thompson

Green Bay, WI 54311

[abby\\_denzel@yahoo.com](mailto:abby_denzel@yahoo.com)

(920) 655-7808

Eager to learn, will take complete responsibility for my job position. I am also a quick learner and willing to train for any position that I may be interested in.

## Work Experience

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### **Quality Control Inspector**

Valley Packaging

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De Pere, WI

June 2018 to July 2018

inspected bag/film rolls to customers spec's.

Charted measurements using millimeters

worked close with machine operators to insure accurate production

tested film rolls / bags for strength, drop test and water proof.

### **Team Assembler**

VSI Inc.

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De Pere, WI

January 2017 to May 2018

-build lock sets for various companies

-multi-task to ensure productivity

- Cross training to work where needed

- fast paced environment

- automation/ robot

- coordinating and prioritizing shipments

- key cutting, key codes

### **Shipping and Receiving Clerk**

New Tech Metals

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New Franken, WI

August 2015 to October 2016

-Picked and packed orders to be shipped via common carrier, UPS.

-Made purchase order and packing slips.

-Jobboss

-Inventory

- Quality Control

-Load/unload trucks with forklift.

-Communicated with office and management. -Worked fast and accurately in a very demanding work place .

### **Picker/Packer/Shipper**

Dental Health Products

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New Franken, WI

July 2014 to April 2015

- Pick Orders
- Pack Orders
- Check for errors and discrepancies
- Computer knowledge
- Using a hand held Scanner

### **Receiving Clerk**

Menards

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Green Bay, WI

August 2013 to July 2014

Receiving/Yard

- Unloading and loading freight trucks
- Made sure that the work area was clean.
- A lot of Forklift/ Order selector work which I became certified in.
- Checked the computer to make sure everything was correct
- Helping guest get there product and loading it into there vehicals.
- Entering product into the data base for outgoing/incoming.
- UPS and Fedex knowledge.

### **Receiving Clerk**

Mills Fleet Farm

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Green Bay, WI

October 2007 to August 2012

Receiving

- Unloading and loading freight trucks
- Check in merchandise received by using a RF Scanner
- Checked the computer to make sure everything was correct
- Corrected errors on the computer when needed, did discrepancies when needed
- Contacted vendors when errors showed up 6- Stocked and helped customers
- Answered calls as needed
- Made sure that the work area was clean.
- Took hazmat course on chemical clean up.
- 1- A lot of Forklift work which I became certified

in.

### **Shipping and Receiving Clerk**

Medal Craft Mint

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Green Bay, WI

January 2007 to August 2007

#### Shipping

- check over all custom medals and crystals
- packaged them up for Shipping
- made sure the product got to where it needed to be using the tracking numbers

### **Cashier**

I-43 Shell

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Green Bay, WI

January 2006 to August 2007

- Stocking merchandise in side of cooler and out on the sales floor
- Cleaning floors, restrooms, gas pumps, dusting and washing shelves, vacuuming carpets
- Checking for expired merchandise on the sales floor and rotating merchandise

## Education

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### **General Studies**

Preble High School

September 1999 to June 2003

## Skills

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Assembly Line, Assembly Worker

## Certifications/Licenses

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### **First Aid CPR AED**

April 2018 to April 2020

### **Driver's License**

## Additional Information

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#### SKILLS

Shipping and Receiving

Forklift

CBRF Training