

Allison Johnson

Sardis, MS 38666

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Work Experience

Lead Inventory Clerk

RYDER INTERGRADED LOGISTICS - Batesville, MS

October 2021 to August 2023

- Examine shipment contents and compare with records, such as manifests, invoices, or orders, to verify accuracy.
- Requisition and store shipping materials and supplies to maintain inventory of stock.
- Prepare documents, such as work orders, bills of lading, or shipping orders, to route materials.
- Order equipment for technicians, unload and load trucks (forklift) and I deliver equipment to different warehouses. shipping and packing

Shipping and Receiving Clerk

Blauer - Batesville, MS

March 2017 to October 2021

- Examine and inspect containers, materials, or products to ensure that product quality and packing specifications are met.
- Pack items out to be shipped to the customer.
- Read work orders or receive oral instructions to determine work assignments or material or equipment needs.
- Pack, seal, label, or affix postage to prepare materials for shipping, using hand tools, power tools, or postage meter.

Assistant Manager

Burger King - Batesville, MS

June 2016 to March 2017

- Managed a group of team members and employees
- Prepare staff work schedules and assign specific duties.
- Direct administrative activities directly related to making products or providing services.
- Customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Shift Manager

Krystal's - Oxford, MS

July 2015 to March 2016

- Proficient in scheduling employees shifts, authorizing store inventory, performing daily deposits and supervising at least seven people for a shift schedule.
- Desires a challenging role as a reliable employee

Cashier/Customer Service

Aramark - Oxford, MS

August 2012 to November 2014

- Dynamic and accomplished catering and food service professional. Notable success in large-scale event planning, food preparation and menu development.

Machine Operator/Inspector

Parker Hannifin - Batesville, MS

January 2011 to March 2012

- Set up, adjust, or operate basic or specialized machine tools used to perform precision machining operations
- Discard or reject products, materials, or equipment not meeting specifications.
- Measure dimensions of products to verify conformance to specifications, using measuring instruments, such as rulers, calipers, gauges, or micrometers.
- Move freight, stock, or other materials to and from storage or production areas, loading docks, delivery vehicles, ships, or containers, by hand or using trucks, tractors, or other equipment.

Education

GED in General Studies

South Panola High School - Batesville, MS, US

2008

Skills

- Safety-oriented Natural leader Production scheduling Manufacturing background Multi-tasker Determined Safe Serve License
- Warehouse Experience (5 years)
- Shipping & Receiving (4 years)
- Order Picker (4 years)
- Materials Handling (4 years)
- Manufacturing (3 years)
- Assistant manager experience (3 years)
- Packaging (4 years)
- Quality Inspection
- Microsoft Word
- Forklift
- Load & unload
- Freight
- Manufacturing
- Shift management
- Team management
- Merchandising

- Enterprise software
- Communication skills
- Supervising experience
- Computer skills
- SAP ERP
- Organizational skills
- Warehouse experience
- Data entry
- Leadership

Certifications and Licenses

ServSafe

Forklift Certification

Driver's License