



AMY REED

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Fort Collins, CO 80524

PROFESSIONAL SUMMARY

Dependable, skilled worker. Thirty years experience in a diverse work background. Quick learner who can easily adapt to various skill set. Excellent team player equipped for fast-paced work and changing daily needs. Excellent written and verbal communication skills and customer service skills. Detail oriented and hardworking approach. Seeks out opportunities to go beyond basics, improve processes, and increase productivity. Previous experience in employment for the US Treasury Department for the US Mint and US Department of education enable me to pass federal background checks and credit my trustworthiness as well as AP/AR and bank reconciliation capabilities. Supervisory and lead roll positions as well as experience n bottling line and lab quality technician for Coca Cola are included in the diverse knowledge of different work environments

SKILLS

- Verbal communication
- Problem-solving
- Trustworthy
- Multitasking
- Dependable

EXPERIENCE

Grader, Malones /Somerset Wood Products, May 2019 - Feb 2020, Somerset, Kentucky
Worked the line making wood packs, inspected wood, graded wood and classified which grade

Purchasing Clerk, Toyotetsu America, Mar 2017 - May 2019, Somerset, Kentucky
Inventoried, counted parts, charged parts to correct departments, cycle count, put up stock, receiving parts into ERP system, created repair tickets, disposed of used inventory to Hazmat, checked out proper PPE to correct departments.
Operated DOS version of CMS parallel with Plex as company transitioned to PLEX
Used Excel, Liquid office and Application Xtender

FSAIC CSR, Senture/ US Department of Education , Aug 2015 - Feb 2017, Monticello , KENTUCKY

Customer service call center representative for the Federal Student Aid Information Center fielded calls and gathered student demographics, helped students and parents fill out FAFSA application and create FSA ID, fill out tax forms to qualify for student loans and Pell grants, communication with college financial aid administrators
Passed Federal background check

Machine operator/ Grader, Armstrong , Jun 2010 - Aug 2015, Somerset, Kentucky

Operated various machines, run various lines, certified on all machines and lines run, pit boss, generated shipping tickets, wood checks using calipers, set up machines for changeover, boxed wood, stack off, switch out, graded wood and final inspection Lean training, Osha and safety training as well as Kaizan and served on the disciplinary committee

EDUCATION

Business Management

Lincoln Trail College - Robinson , Illinois