

## **Ashlea Helms**

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### **Certifications and Trained Experience**

- DOT certification valid till renewal September 2019
- Hazmat Trained and certified shipping valid till renewal September 2019
- MERI Trained
- Electric and propane Fork lift Trained
- Electric Drum lift trained
- Electric pallet jack trained
- First aid and CPR Certified
- Multi task warehouse duties while following up with Emails
- Excel Reports
- New Employee training

### **Work Experience**

VALLEN September 19<sup>th</sup> 2016 to present. Job positions held Shipping Coordinator, MRO Coordinator, and Quality Receiving Inspector.

### **Systematically Trained in**

- Oracle,
- SSS
- TipQA
- Filemaker
- Maximo

Current duty place orders for customer material and tools ensuring production for manufacturing flows. Very familiar with FedEx shipping and tracking. Send damaged equipment out for rebuild and repairs. Incoming material undergoes quality inspection to meet customers requirements for use. Ensure customers product is shipped in a time sensitive manner to satisfy demands. Train new employees on job roles while undergoing training for promotion.

Wal-Mart September 29<sup>th</sup> 2010 – September 19<sup>th</sup> 2016. Job positions held Sales floor associate, Department Manager, and shift supervisor. Maintain stock levels and face products for shoppers. Place orders for rotating products. Set up displays for Holiday theme sales. Oversee 18 employees at a time to ensure trucks are emptied & cleaned, sorted by department, and stocked.