

# Ashley Bullock

Morrow, GA 30260

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Seeking a position in the manufacturing or warehousing industry.

#readytowork

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Material Specialist/ Grief Clerk**

Caterpillar Inc. - Morton, IL

July 2014 to August 2023

Inbound Duties

Identify/resolve grief from inventory systems.

Generate reports as needed.

Perform inventory piece counts, and correct inventory discrepancies as needed.

Stock product onto shelves in warehouse.

Perform additional duties as needed.

Familiar with EWM and SAP warehouse systems

Certified to do drive stand up forklifts, gas powered and propane that lifts up to 20,000 lbs. Also worked in hot and cold conditions

### **Customer Service Sales Consultant**

Afni Inc

September 2011 to July 2012

Answered inbound calls.

Made outbound calls to potential clients in order to sell the company's broadband service and cable services.

Performed data entry services for the company in regards to punching in customer information, call logs and successful sales

### **Cashier& Stocker**

Dollar General

2010 to 2011

Welcomed customers entering the store

Responsible for solving customer's complaints

Responsible for answering phone calls of customer to provide all the information

Responsible for counting money in cash drawers to make sure the correction of amount

### **Warehouse Worker**

Olsen Staffing

November 2007 to 2010

Responsible for packing orders for shipping.  
Operated pallet truck for picking orders.  
Worked in Ups shipping.  
Responsible for stocking and replenishing product as needed.  
Maintained a clean and safe work environment.

### **Machine Operator**

Intec Group Inc  
2003 to 2007

Operated and monitored equipment and replenished materials as needed.  
Responsible for setting up & operating machinery & material handling equipment in a manufacturing environment.  
Trained other calculating machine operators and reviewed their work.

## Education

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### **High school diploma**

Illinois Central College - East Peoria, IL  
2012 to 2014

St Anne High School  
1999 to 2003

## Skills

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- Excellent customer service skills, reliable, dependable and well organized.
- SAP EWM (7 years)
- SAP (7 years)
- Supply Chain (10+ years)
- Forklift (10+ years)
- Root cause analysis
- ERP systems
- Reach truck (10+ years)

## Certifications and Licenses

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### **Forklift Certified**

### **forklift certification**

## Additional Information

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Skills:

- Excellent oral and written communication skills
- Ability to think creatively and work under pressure
  
- Ability to meet critical deadlines.
- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet
- Work well independently and a part of a team