

Ashley Poole

Dedicated warehouse associate

Peoria, AZ 85382

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Inventory Clerk

Sam's Club - Madison, MS

August 2021 to Present

- Maintain and update records
- Count material, equipment, merchandise or supplies in stock
- Report discrepancies between physical counts and computer records
- Distribute and stock merchandise
- Receive and inventory stock
- Other tasks as assigned

Shipping/Receiving Clerk

Trilogy Communications - Pearl, MS

May 2018 to Present

- Manages the shipment and receipt of all products, materials, and supplies.
- Collaborates and communicates with logistics technicians, customer service representatives, service providers, and others involved in the shipment and receipt of products.
- Tracks, traces, and updates the status of incoming and outgoing shipments.
- Maintains a clean, neat, and member-ready area.
- Promptly unloads trucks and deliveries and sorts and stocks receivables.
- Maintains an accurate log sheet of daily moves, scanning inventory, and counting accurately.
- Engages with vendors and drivers with a positive attitude.
- Provides additional backup support for shipping and receiving departments.

Forklift Operator

C Spire - Jackson, MS

September 2017 to May 2021

- Manage the day-to-day loading and unloading of freight throughout the warehouse utilize propane-powered forklifts and digital freight scanners.
- Operate sit down forklift to pick client-specific orders and used RF scanner to scan them.
- Unload or load trucks, put away pallets or take to production line
- Manage the day-to-day loading and unloading of freight throughout the warehouse utilize propane-powered forklifts and digital freight scanners.
- Managed, scanned and organized freight delivery
- Shipping and receiving

Quality Control Inspector

Nissan - Canton, MS

April 2014 to 2016

- Inspecting goods or products according to quality and safety standards.
- Ensuring goods and products comply with company standards as well as Federal and State law.
- Ensuring test equipment is calibrated and working correctly.
- Reporting quality anomalies to the supervisor.
- Collating test data and drafting quality reports.
- Identifying possible areas for improvement in quality control processes.
- Ensuring production is not hindered by quality testing procedures.

Inventory Associate

Genuine Parts Company/NAPA Auto Parts - Jackson, MS

2008 to 2014

- Maintain and update records
- Count material, equipment, merchandise or supplies in stock
- Report discrepancies between physical counts and computer records
- Distribute and stock merchandise
- Receive and inventory stock
- Other tasks as assigned

Education

High School Diploma in Management

HINDS COMMUNITY COLLEGE JACKSON - Jackson, MS

May 2008

Skills

- Order Selector
- Pallet Jack
- Picker Packer
- RF Scanner
- Quality Inspection
- Maintenance
- Freight Experience
- Load & Unload
- Manufacturing
- Materials Handling
- Shipping & Receiving
- Quality Control
- Computer literacy
- Basic math

- English
- Microsoft Word
- Delivery Driver Experience
- Organizational Skills
- Merchandising
- Heavy Lifting
- Warehouse Distribution Experience
- Sales
- Food handling
- Planograms
- Inventory Control
- Retail Sales
- Data entry
- Customer service
- Forklift
- Supervising experience
- Commercial driving
- Assembly
- Leadership
- Construction
- Restaurant experience
- Warehouse Management
- Google Suite
- Microsoft Office

Certifications and Licenses

Food Safety Manager

Driver's License

Assessments

Attention to detail: Inventory — Highly Proficient

July 2019

Applying systematic processes for managing and storing products and merchandise.

Full results: [Highly Proficient](#)

Attention to detail — Proficient

October 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Proficient](#)

Warehouse associate — Highly Proficient

June 2021

Assesses the tendencies that are important for success in warehouse roles

Full results: [Highly Proficient](#)

Work style: Reliability — Expert

August 2019

Tendency to be dependable and come to work

Full results: [Expert](#)

Food safety — Highly Proficient

May 2019

Proper food handling, storage, and equipment use for preventing the spread of foodborne illness.

Full results: [Highly Proficient](#)

Customer service fit — Completed

February 2021

Measures the traits that are important for success for customer service roles

Full results: [Completed](#)

Delivery driver — Expert

February 2021

Interpreting instructions or signs and solving problems

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.