

AUSHEAUNA A. TAYLOR

1211 PALOMINO AVE FORT LUPTON, CO 80621 720-999-2885
AUSHEAUNATAYLOR@GMAIL.COM

Skills

- Customer Service
- Fax machine
- Microsoft applications
- Heavy equipment
- Shipping and receiving
- Punctual
- Multi-tasking
- Hazmat bio disposal

Work Experience

Taylor Painting LLC

Owner

September 1st – Current

My duties included everything from scheduling appointments to doing manual labor on the job site. Managing time on projects to get the job done efficiently and in a timely manner. Working closely with clients to ensure all specific details are met to client standards. Required to enter and deliver all invoices to client ensuring the right information get to all clients. Inventory control and replenishment must account for all supplies and materials used for each project and ensure we have enough supplies and materials for future projects.

Colorado Serum

Shipping and Receiving Manager

September 1, 2017 - August 31st, 2022

My duties include but are not limited to supervision of product shipping production incoming and outgoing. The organization of incoming arrivals and distribution of product. In case of return materials, I ensure all necessary paperwork for hazmat disposal. Shipping and receiving also includes international distribution with proper handling and strict deadline. Inventory control is another responsibility to ensure all materials are accounted for.

Colorado Serum

Shipping and Receiving

March 2015 – September 1, 2017

Basic duties included logging temperatures of equipment, inventory, and quality inspection. With these basic duties, I also ran heavy machinery to ensure safety of loading and unloading hazardous material. Organization into properly labeled packaging to ensure quality arrival.

City of Thornton

Parks and Recreation

March 2014 – October 2014

Seasonal landscape employment to ensure cleanliness and proper care for lawn and flowers in recreation areas. Operation of standing and seated riding lawn equipment with the use of other various lawn equipment.

Kmart Distribution Center

Receiving

February 2013- December 2013

Duties included unloading trailers with various heavy equipment in a timely and orderly manner. Taking all freight off the trailer and organized onto pallets and put into the correct lanes in the warehouse. Then distributed it to designated spot in the warehouse.

Kohl's

Receiving/ Sales Associate

August 2012- February 2012

Hand unloaded trucks on to push belt into warehouse, organized freight according to sales departments. Merchandized new freight onto sales floor, adding displays and hot spots. Kept store organized by departments, helped customers on the sales floor and operated cash register for quick and satisfying customer service.

Education

Brighton Collegiate 2006-2010 Diploma

