

Tracy Burts
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100 Calhoun Street
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MAU Workforce Solutions
Greenville, SC
February 2014-May 2014
(Temporary Assignment)

Bins Consolidating- Using RF Gun to transport items via Oracle software. Manually transporting items using a cart or conveyor belt with divert labels. Items between 1-50 lbs.

Ceramtec
Laurens, SC
February 2012-February 2013
(Assignment Ended)

Picker-Picking Orders for certain departments using SAP. Delivering orders to departments

Assembly- Assembling orders using blueprints and team leader guidance. Checking orders using micrometers and calipers. Winding wire, measuring and cutting for specific orders. Making sure orders are to exact specifications before firing. Keying in completed or partially completed orders using SAP.

Internal Receiving-Receiving in orders in a 5 step process in SAP. Making sure completed parts have correct labeling and manually putting them away. Using micrometers and calipers to check parts. Creating bins for new parts. Cycle counting on a daily basis. Emailing Planning department to make sure parts are available and ready for assembly or orders. 5S, SOP, Word, Spreadsheet, Outlook, Gmail.

Bi-Lo
Clinton, SC
January 2011-July 2011

(Relocated)

Pricing Coordinator- Pricing and signing store for sales and management specifications. RF Gun usage for price checking, audits, inventory and signage. Maintaining a constant relationship with corporate via email for specific layouts, recalls and expired merchandise in departments. RF, ISP, Gmail,

Bi-Lo

Laurens, SC

January 2005-January 2009

Cashier-Customer service, monetary transactions, cleaning.

Deli Bakery Clerk-Customer Service, Cleaning, Cooking, Baking, Presentation, Date Audits.

Pricing Coordinator PT-Pricing store, audits, inventory.

Laurens District 55 High School

Laurens, SC

2001-2005

Received GED