

Shelia McDevitt- Butkiewicz

Objective

My objective is to gain employment in a stable company to gain knowledge to benefit the company and advance my career

Experience

12/17/13- Randstad (Eaton) Athens ,Ga.

Assembly

- Pulley gage measuring radius,true position and axis ,clean and pack super chargers
- Set production record
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03/08/04-03/01/11 OverHead Door 330 Athena Drive Athens ,Ga.

Receiving Clerk

- Checking inbound freight against packing slip/bill of lading for accuracy,damage,reporting any errors to purchasing and working with purchasing to resolve,entering all information into JD Edwards computer system for inventory accuracy,assist with unloading and delivering to correct department
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11/08.00-10/30/02 BellSouth 125 Reese Street Athens,Ga.

Collections Rep.

- Taking inbound customer calls for arrangements on phone service payment and entering all arrangements into computer system
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01/09/95-12/08/00 OverHead Door 330 Athena Drive Athens, Ga.

Data Auditor/Storeroom Clerk

- Printing,revising work orders ,delivering to shop floor,controlling inventory in and out of storeroom for accuracy,cycle counting,and entering all information into JD Edwards Computer system
- Advanced several job positions during employment

Education

1976 Meridian Jr . College Meridian ,Ms.

[Degree Obtained]

- GED

Any lapse in employment due to part time,temp. positions or subcontracting laying T.V cable

[Phone number]•[E-mail address]

[Your Name]

References are available on request.