

# Carol Tidwell

Hutchinson, KS 67501  
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316.303.7052

Authorized to work in the US for any employer

## Work Experience

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### **Document Technician**

Manpower - Hutchinson, KS  
June 2018 to November 2018  
Document Tech at Pfizer. 620.665.5213

### **Area temp positions**

The Arnold Group - Hutchinson, KS  
August 2017 to June 2018  
620.663.5124

### **Self-Employed**

Self-Employed  
September 2015 to January 2018  
Dog Breeder and Volunteered hundreds of hours to area and regional dog rescues.

### **Parts Person**

Self-Employed - Hutchinson, KS  
November 2015 to August 2017  
Placed by Team-Employment - 620.662.8326) Supervisor: Melissa Beauchamp  
DUTIES: Order, stock and issue parts used on the PA-46 line of Piper aircraft. Shipped parts via FedEx.

### **Inventory Auditor/Cycle Counter**

Kuhn/Krause - Hutchinson, KS  
January 2014 to September 2015  
Supervisor: Don Clough  
DUTIES: Accurately count and document manufactured parts received from various sources then locate to appropriate storage area. Perform and report Root Cause Analysis for discrepancies.

### **Material Clerk / Cycle Counter**

420 W. Lincoln - Hesston, KS  
September 2008 to January 2014  
Supervisor: Ken Wheeler  
DUTIES: Operate all manner of electric and gas powered equipment to move materials within stockrooms and for production lines. Locate and cycle count parts within a seven (7) plant manufacturing campus. Reconcile Work in Progress on weld and assembly lines to determine correct inventory. Participate in yearly inventories.

### **Contracts Administrator Assistant**

Exacta Aerospace - Wichita, KS  
December 2007 to September 2008

Supervisor: Diane Blasi

DUTIES: Verify all Customer Orders to ensure price, quantity and lead-time is in accordance with customer contracts on file. Communicate issues with and between customers and upper management for timely resolution. Track Daily Must Ship List to determine and take action to ensure on time deliveries.

### **Production Planner / Scheduler**

Great Plains Industries - Wichita, KS  
June 2007 to December 2007

Supervisor: Nellie Thill

DUTIES: Firm, schedule and release jobs using daily exception reports generated from MRP and SyteLine.

### **Clerk**

Manpower - Hutchinson, KS  
September 2006 to June 2007

620.665.5213

DUTIES: Process material and job transactions using SyteLine software for local manufacturer and data entry and research for area business.

### **Production Planner / Scheduler**

Kuhn/Krause  
October 2002 to June 2006

Supervisor: Don Clough

DUTIES: Navigate Symix software to process daily Job Shortage and Order Action reports and cross reference shipping orders and modules to ensure availability. Process Engineering Change Notices to ensure current parts are being manufactured.

Kuhn/Krause - Hutchinson, KS  
December 1997 to June 2006

620.663.6161

### **Inventory Auditor / Plant**

Kuhn/Krause  
December 1999 to October 2002

Supervisor: Mike Gore

DUTIES: Accurately count and process parts received from various sources then locate in predetermined storage areas. Perform and report Root Cause Analysis for discrepancies.

### **Inventory / Production Clerk**

Kuhn/Krause  
December 1997 to December 1999

Supervisor: Brian Matlack

DUTIES: Data entry and various assignments from supervisor. Daily check of shop work center's dispatch reports to locate jobs with posting errors.

## Education

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### **High school in 72 credit hours earned at Cowley Community College**

Cowley County Community College

### **High school**

## Skills

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Forklift Operator (10+ years), Inventory Control (5 years), Microsoft Office (5 years)

## Assessments

Indeed Assessments are tests that job seekers can use to demonstrate their knowledge and abilities.

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### **Safety Orientation Skills — Highly Proficient**

Dec 2018

View my full results at: [https://share.indeedassessments.com/share\\_assignment/uacwnkt75uamgd5](https://share.indeedassessments.com/share_assignment/uacwnkt75uamgd5)

### **Merchandise & Supply Storage Skills — Highly Proficient**

Dec 2018

View my full results at: [https://share.indeedassessments.com/share\\_assignment/cdw-chdxe0bwr0w](https://share.indeedassessments.com/share_assignment/cdw-chdxe0bwr0w)

### **Mechanical Skills: Monitoring — Proficient**

Dec 2018

View my full results at: [https://share.indeedassessments.com/share\\_assignment/hyvI0xkxu00jmq2l](https://share.indeedassessments.com/share_assignment/hyvI0xkxu00jmq2l)

### **Attention to Detail Skills — Expert**

Dec 2018

View my full results at: [https://share.indeedassessments.com/share\\_assignment/puxsbzm-i7y1zn3](https://share.indeedassessments.com/share_assignment/puxsbzm-i7y1zn3)

### **Organizational Skills — Highly Proficient**

Dec 2018

View my full results at: [https://share.indeedassessments.com/share\\_assignment/alcy5vy8zl7bct6i](https://share.indeedassessments.com/share_assignment/alcy5vy8zl7bct6i)

### **Project Management Skills: Budgeting — Highly Proficient**

Dec 2018

View my full results at: [https://share.indeedassessments.com/share\\_assignment/x6cvvegmere9y|pt](https://share.indeedassessments.com/share_assignment/x6cvvegmere9y|pt)

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