

# Tammy Tyner

## **EXPEDITOR**

Newton, KS 67114

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(316)531-1846

Willing to relocate: Anywhere

## Work Experience

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### **EXPEDITOR**

Mid-Continent Cabinetry - Newton, KS

August 2016 to January 2018

Prioritize the delivery sequence of back order parts upon their arrival. Assisted in production control by locating inventory as required. Due to being able to identify my species and defects of wood I quickly became an asset. Operated all of the various table saws and staple guns, pallet jacks, and any other machines. Rotated and filled in for other jobs and departments as needed. Participated in physical inventory and quickly became a Lead during inventory. Redirected shipments en route in response to customer requests. Led cross-department initiatives to develop and pursue cost reduction programs and to advance operational efficiencies. Tracked time spent on assignments each day for productivity reporting which I reported to the head office on an every two hour meeting. I oversaw the hiring and training in our expediting department. Approximately 15 new employees each quarter. Supervised material flow, storage, and global order fulfillment. Forecasted workforce requirements based on daily workload and company targets. Collaborated with Human Resources and Supervisors to develop scopes and implement project plans. Exceeded companies objectives as well as there expectations with my work ethic, attitude, and values. Maintained project quality with a hands-on management.

### **Production Worker**

L.S.I. Industries - Newton, KS

June 2016 to July 2016

Got me hired on to Norcraft

### **Powerhouse Boiler Operator**

Power Boilers - Beckley, WV

May 2011 to May 2015

WV

APPRENTICE

I was responsible for all of the systems that generated heat or electricity in the facility. Some of the equipment that I was responsible for included: Low-pressure boilers. High-pressure boilers. Power Boilers. Steam boilers. Hot water heating systems. I had to perform routine maintenance on the equipment and systems in the facility as part of my job. I had to use hand or power tools when performing tasks like replacing defective valves, filters, or steam gauges on a heating system. Corrosive deposits can damage a boiler system, so I tested the boiler water and balanced it with chemicals if needed keeping safety at the forefront. I watched the system during operation and attended to any additional problems. Once all is in working order, I record all service data in logs. On

the job, I was exposed to extreme temperatures, electric shock, and loud noises. Due to the potentially hazardous conditions, I had to follow strict safety procedures during my work.

Accomplishments:

Table Saw & Chop Saw License

5 Safety Training Certificate

Organized Kaizen events for improving production and quality

Volunteer at Caring Hands Humane Society and organized a fund-raising event within my building to reach over 10,000 dollars.

## Education

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### **Bachelor of Science in Business Administration**

Strayer University - Washington, DC

2020

### **Associate of Science in Business Administration**

University of North Carolina at Charlotte - Charlotte, NC

1995

## Skills

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Medical Terminology

## Certifications/Licenses

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### **Medical Billing and Coding**

June 2012 to Present

## Additional Information

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Skills:

Consistent

Hard-working

Highly motivated on

Enjoy working with the public or alone.

Friendly

Outgoing

A highly enthusiastic individual who loves to work.