

# JANAY ANDERSON

Woodridge, IL

JANDERSON62006@GMAIL.COM - 7089533432

I HAVE WAREHOUSE EXPERIENCE AND ALSO SOME CUSTOMER SERVICE EXPERIENCE. I AM A HARDWORKING INDIVIDUAL WHO CAN AND WILL GET THE JOB DONE CORRECTLY.

## WORK EXPERIENCE

### **Inventory Specialist**

CVP SYSTEMS - Downers Grove, IL - July 2014 to Present

#### Responsibilities

Preparing inventory, picking items and following safety guidelines. Answering phones, emails and other related sources.

#### Accomplishments

Getting things done accurately and efficiently.

#### Skills Used

Inventory, Microsoft software such as excel PowerPoint and hardworking

### **WAREHOUSE ASSOCIATE**

RICOH - Bolingbrook, IL - August 2012 to June 2014

I PICK AND PACK SUPPLY ORDERS, I PUT LABELS ON THE BOXES, USE THE FORKLIFT TO PICK ORDERS & PUT MERCHANDISE IN THE CORRECT LOCATION. MAKING SURE WE MEET OUR COMPANY GOALS. CLEANING SANITIZING AREAS THROUGHOUT THE WAREHOUSE. MAKING SURE IT IS A SAFE ENVIRONMENT.

### **Warehouse Associate**

COCA-COLA - Alsip, IL - March 2012 to August 2012

PICKING ORDERS FROM A VOICE ACTIVATED BLUETOOTH HEADSET, PLACING ORDERS ON A PALLET, USING A PALLET JACK OR FORKLIFT TO TRANSFER THE ORDER TO THE CORRECT TRUCK DOCK LOCATION.

## EDUCATION

HOMWOOD-FLOSSMOOR HIGH SCHOOL - Flossmoor, IL  
2002 to 2006

## SKILLS

CUSTOMER SERVICE, WAREHOUSE ASSOCIATE, PICKER, MACHINE OPERATOR, PACKER, INVENTORY, DATA ENTRY, FORKLIFT, ORDER PROCESSING AND Q.A.

## CERTIFICATIONS

### **Forklift Certification**

March 2010 to Present

Properly trained and Over 3 years of sit-down forklift experience. I also have some stand up reach (6 months) experience but I have the willingness to learn more. Electric pallet jack experience also

#### ADDITIONAL INFORMATION

Hardworking individual who is ready to work with a good company.