
JANET HICKEY

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PROFESSIONAL SUMMARY

SKILLS

- Scanners
- Judgment and Decision Making
- Data entry
- Ten key
- Excel
- Cycle counts
- Filing
- Researching
- Answering phones
- Data collection and analysis

WORK HISTORY

Kitter, 07/2018 to 01/2020

Pameir Manufactory – Firestone, CO

work sheet

find ts count put into kit, data enter kit, part request look up part to see where it is and if we have it and count give to the person requiring it,

data enter the work order number part and amount needed and why they needed it and if it was a smt or 2nd part then at the end of the month put all in order parts request and put into excell to tell why and eveything on paper,

then make sure product matches do cycle counts on product

recieving

check boxes making sure product matches slip count name of merchant and part number and count matches then hand it over to brenda the reciever she does her part.

Dekitting

get worksheet and count returns put on paper then data enter count and return parts to proper place. if need to be tranfered to another kit the remaining then still count put in system then put into kit and on paper update stock room notes.

- Input data in [[Software](#)] to create updated status reports for quick reference of project progress and deadlines.

Production, 03/2016 to 07/2018

Ark Maunfactory – Firestone, Colorado

fill hopper, clean, ready work order count make the count match the work order shave parts, put on tray, clean area

EDUCATION

High School Diploma: 06/1986

Fort Vancouver High School - Vancouver, WA