

Karen Roebuck

kroebuck526@gmail.com
26210 S Saddletree Dr
Sun Lakes, Az 85248
Mobile : 6023581711

CAREER OBJECTIVE

To gain long term employment with a company that is on or looking to be on the cutting edge, a company that puts value on people and the products they are promoting. Honest and ethical, i am looking to call this company my family.

WORK EXPERIENCE

- Working as Warehouse/General Labor in Ameritemps/Allied Forces / from Jul 2012 to till date
Role :Warehouse, assembly line, punch, fabrication, inspection
- Worked as ShopBoss in Odessa Seperator from Nov 2010 to Jul 2012
Role :Ran 12 man crew, maintain all inventory, ordered all material, trained all new employees, did all safety meetings, all employee reviews , Quality Assurance and Quality Control, All deliveries within 200 mile radius
- Worked as Heavy equipment in Shorty's from Aug 2009 to Nov 2010
Role :Maintenance Forman, Verify all maintenance is done daily, Verify mechanics are doing jobs in priority that are given, explaining and demonstrating to customers how to run equipment, loading all equipment safely, doing equipment inspection for all incoming and outgoing equipment, help front office if needed
- Worked as Manager in Subway's from Nov 2006 to Aug 2009
Role :All hiring ,firing, training of employees, all bank deposits, all inventory and food orders, balancing daily registers all scheduling for employees opening and closing store
- Worked as Store Manager/ Boat Mechanics in Len's from Jan 2004 to Nov 2006
Role :Open/Closed Store did all ordering bank deposits hiring firing employees did all billing for boat storage, did winterizing/Dewinterizing of boats maintenance of docks and launching areas
- Worked as Executive Assistant VP Concrete/AP/AR in Bardon from Dec 1999 to Dec 2003
Role :Made Sure all salesman had bids for week answered all customers calls helped with all of pricing/Billing, helped with monthly Spread sheets
- Worked as Assistant Manager in First Federal Bank from Aug 1989 to Nov 1999
Role :started as Teller, Teller II, Customer service Representative, Asst.Manager, All bank reconciliations teller, atm, vault, all employee training at branch, handled any customer problems, help employees if needed gave all employee reviews, kept all employee morale up open/ closed account s

REFERENCE

Brenda Bassett

Retired

Give details upon request

Michael Williams

Details upon request

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.