



Katlynn Harris

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SUMMARY

- I have experiences at different kinds of work places. So with that I am able to offer multiple different strategies for different problem solutions. Also alot of background knowledge. I'm a very good multitasker while at a fast pace. It's what drives me. I love it and it keeps me busy. I always have a smile on my face. I'm a very friendly, outgoing person. I also love to in courage people to do there best and help others. I'm a very honest and open person. I have a very well work ambition that thrives me just like my three children.

SKILLS

- Boxing and labeling
- Shipping oversight
- Heavy lifting
- Merchandise restock
- Great customer service
- Cooking
- Cleaning
- Hospitality
- Food prep
- Fast past worker
- Learns quickly
- Positive attitude
- Good ambition
- Loading and unloading
- Mentoring and training
- Workload priorities
- Supervision
- Planning and coordination
- Inventory management
- Problem resolution
- Communications
- Relationship development
- Team management
- Security systems
- Project organization
- Team building
- Customer service
- RF scanning devices

EXPERIENCE

Case Picker

Tobyhanna , PA

Fed ex/ Sep 2020 to Current

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- For this job I would go and get my assigned pallet jack check and make sure everything works and is safe and then get my "jennifer" which is a system i use to get my orders to pick. Then I go and get to fallers I out onto my pallet jack to begin my orders and get my front and back pallet order stickers for when my orders are done. Also a trash bag incase for the plastic wrap I take off of the cases I'm picking and any garbage I see laying around that can cause the machines to get stuck. I scan them and go pick my orders from the aisles and spots my " jennifer system" says. When all my orders are down and completed I plastic wrap them and then take them to the wrapping stations to be thoroughly wrapped to be sent for delivery. Also if when picking my orders I take all the products from the pallet and still need more I remove the pallet put it in its designated area and start picking the new case that was behind it etc.

Ast.manger

Easton, PA

Edible Arrangements/ Feb 2017 to Current

- I work here every mothers day Valentine's day and Christmas time each year. I train all new

employees. I double check all the costumers orders and call them to confirm drop off location and time. I get the orders ready and in groups to the different areas for the drivers. I skewer fruit and cut them to shapes we need. I wash the fruit and dry the fruit. Make the fruit baskets. Dip the strawberries in chocolate and make the designed on them. I package the fruit baskets. Also blow up balloons etc.

Manager

Easton, PA

Tommy's sole mio/ Jun 2017 to Mar 2020

- At this job I would cook dinner entries, make pizza, waitress, and work counter. I would take phone orders and put them in the POS system to be made. I would prep salads and bread for the day. Also I would clean and train the new employees. I would open and close the shop when the owners weren't there.

Manager

Easton, PA

Down town dawg/ Mar 2017 to Mar 2020

At this job I would open and close the shop with my keys. I trained new employees and made schedules for the employees. I also would take phone orders, cook, take trash out, and clean. Also I would go to the stores to get change for the shop and the food and items we would need for the shop. I would prep all items we needed for the day. Sweep, clean, and do dishes. Occasionally deliver drive if we were short handed for help. Take the trash out and mop the shop. Do a money count at the end of each day and order amount count etc.

Ast.manager Perishables

Blakeslee, PA

Dollar general/ Jun 2019 to Oct 2019

- Here I would do over rides for the cashier's. Check and do the counts for the coca cola and milk vendors. Till the cashier's drawers. Sweep and put discount tags out. Do the sky shelves (aka the extra products left from the boxes that don't fit on the shelves that get out on the very top for when the shelves get low). And with that I would rotate the older products to the front and out the newer ones to the back. Do the perishable food count from the food truck. Double check the vendors orders and put the items away in the fridge and freezers. Any left over go into the big fridge and freezer in the back till used or expired. Anything expired or broken gets send back to the vendors and we get a partial credit for. Put any items in the wrong area back to the correct area. Collect shopping carts from outside and bring them inside. At end of night I would till and tally all the cashier's drawers. Take out any coupons or discounts used from all drawers and put them into one bag to be put in the vault for the manager in the morning. Also add up all the drawers money put it into a seal bag that can't be opened once sealed for all the money. Write the total amount of money from all drawers and total amount purchased the store for the day as well on the bag. Drop the coupon bag and money bag in the vault then set the alarms for the night run out and lock the doors.

Picker

Easton, PA

Lulu's warehouse/ Jun 2019 to Oct 2019

- At this job I would scan all the products that come off the trucks to double check the amount of items color and size. After I do that I scan them into containers that separate the orders. Once this is completed I then take the carts we out the orders on and go throughout the warehouse and scan the orders in on the shelves and double check the scan order went through. I would fold the returned clothes and package then sticker them and put them in a bin that gets sent back out to another ware house. I would put other returns back into the designated bins thought the aisles in the warehouse and scan them in as well. I also folded boxes and created new sections on the shelves etc.

EDUCATION AND TRAINING

High School Diploma

Easton Area High School Jun 2018

Easton, PA