

KAWETTA L. SUMMERS

· Phone – 720-907-5485

I have the drive, motivation and skill that brings positive reinforcement towards my team. My goal is to grow and thrive not only for my team but for myself as an individual.

EXPERIENCE

MAY 2019 – CURRENT

PUT AWAY LEAD, KEHE DISTRIBUTERS

- In charge of the put away team
- Manages the flow of personal based on the needs of the put away
- Insures the put away is completed in all zones
- Clears PAW Report
- Makes educated decisions on the location of put away based on sales data

JULY 2018 – MARCH 2019

WAREHOUSE ASSOCIATE/SHIPPING LEAD, FIRSTSOURCE

- Order selecting, shipping/receiving, forklift operator.
- Packing, order picker

DECEMBER 2017 – JUNE 2018

WAREHOUSE ASSOCIATE, OWENS & MINOR

- Selected Orders using Jennifer Voice Directed System, Cherry Picker
- Unloaded trailers with forklift

JANUARY 2013 – OCTOBER 2017

RECEPTIONIST, KELLY SERVICES

- Answered phones, customer service
- Stocker, order picking, shipping/receiving, RF Scanning devices

EDUCATION

GED, EMILY GRIFFITH

Denver, CO

SKILLS

- Customer Service/Receptionist
- Certified Cherry Picker, Assembly Order Picker
- Shipping/Receiving, Scan Devices
- Safety and Quality Oriented
- Freight Orders/Order Puller
- UPS/Fed Ex Orders
- Electric Pallet Jack, Forklift Certified Stand Up/Sit Down Forklift