

Kayla Frazier

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Warehouse and manufacturing professional as well as a Sales Representative.

Who believes building a bond with the company and employees are the keys to success and helps the company grow.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Warehouse Lead

WDP - Mattawan, MI

September 2020 to Present

As Shift lead my responsibilities were as follows ;

- training new employees.
- Assigning work positions.
- Checking each work order created.
- Unloading trailer.

Warehouse Associate

Kenco Logistics Services Llc - Portage, MI

October 2018 to September 2020

As a warehouse employee I was responsible for operating forklift, and counting items.

As a Shipping clerk my responsibilities were to create each job order, finding and checking each job order for new places, adjusting inventory, checking in and out each trailer.

Warehouse Associate

Target Distribution Center - Galesburg, MI

January 2016 to October 2018

As a Inbound employee I would be responsible for the following:

- Moving the income freight in and out of trailers.
- Organizing those products into groups based on what they happened to be.
- Placing each product onto pallets, which were then removed to the warehouse.

Education

Criminal Justice

Kellogg Community College - Battle Creek, MI

2014 to 2015

Criminal Justice in Law enforcement

Calhoun Area Career Center - Battle Creek, MI

2012 to 2014

diploma in General

Battle Creek Central High School - Battle Creek, MI

2010 to 2014

Skills

- Assembly Line (2 years)
- Account Management (2 years)
- Receptionist (2 years)
- Cash Handling (2 years)
- Microsoft Office (3 years)
- Pallet Jack (2 years)
- Order Picking (2 years)
- Load & Unload (2 years)
- Packaging (3 years)
- Shipping & Receiving (3 years)
- Freight Experience
- Forklift (3 years)
- Heavy Lifting
- Order Picker (2 years)
- Supply Chain
- Materials Handling (3 years)
- Inventory Control (2 years)
- Machining (2 years)
- Assembly (4 years)
- Manufacturing (4 years)
- Logistics (2 years)
- Merchandising (1 year)
- Database management (2 years)
- Analysis skills (2 years)
- Customer service (4 years)
- Quality Assurance (2 years)
- Reach Truck (2 years)
- SAP
- Pricing
- Purchasing
- Load & unload

- Forklift
- Customer service
- POS
- Cash register
- Shift management
- Retail sales
- Account management

Certifications and Licenses

CPR/First Aid

Forklift Certified

Pallet Jack Certification