

Kiandra Adams

kiandraadams2_2rs@indeedemail.com

+1 912 463 7280

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Tool Room Attendant

Valicorp - Killeen, TX

April 2022 to Present

- Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment
- Keeps records of tools issued to and returned by workers
- Searches for lost or misplaced tools
- Prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed
- Unpacks and stores new equipment
- Visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors
- May coat tools with grease or other preservative, using brush or spray gun
- May attach identification tags or engrave identifying information on tools and equipment, using electric marking tool

Full Case Order Selector

McLane Company - Temple, TX

July 2020 to Present

- Read or scan labels to identify slot location, product description, and quantity required for each order.
- Pull correct quantities of designated products from a slot location and place in a tote or box.
- Push tote or box along a static conveyor line, continuing to pull items until order is complete (multiple totes or boxes may be needed).
- Work safely to prevent injury and damage to people and products
- Pull correct quantities of full-case items and lift onto a pallet or cart.
- Transport selected cases to designated dock area using power equipment.
- Work safely to prevent injury to people and damage to products.

Direct Support Professional (DSP)

Northwest Mental Health - Gresham, OR

August 2019 to July 2020

- Assisting clients with daily personal tasks, including bathing and dressing
- Completing housekeeping tasks such as vacuuming, washing dishes and tidying
- Helping plan client appointments and organize a schedule
- Organizing with transportation arrangements to appointments
- Shopping for groceries and preparing meals that meet specific client dietary needs

- Encouraging client engagement in social networks and communities
- Pass medication out

Inventory Clerk/Forklift Operator

SNF Holding Company - Riceboro, GA

July 2017 to August 2019

INVENTORY CLERK, SNF HOLDING COMPANY

- Organize and coordinate inbound warehouse transfers /RGA's
- Input warehouse reports into company database
- Perform inventory cycle counts
- Ensure the proper techniques are utilized during the offloading of returns
- Achieved 99.3% average inventory accuracy on daily inventory count with no loss of materials

MATERIAL HANDLER

- Make sure production areas are fully stocked and have the product they need to fulfill orders
- Work with designated heavy equipment such as; aisle master, forklifts, scissor lift
- Pick appropriate pallets according to order/ request using required technology
- Load and unload pallets to and from trailers
- General housekeeping

CHEMICAL OPERATOR

- Collect process samples as directed
- Accurately log and retain data such as log sheets, weight sheets, and/ or blend sheet.
- Ensure that finished product is packaged and labeled correctly
- Identify and understand properties and hazards of chemicals
- Ability to lift over 50lb+
- Ability to palletize and bag out product according to customers request.

Department Manager Wal-Mart

Walmart - Savannah, GA

December 2011 to October 2014

- Ensuring that associates are appropriately trained in current procedures
- Fostering a positive work environment by leading by example
- Working to resolve customer care complaints
- Growing department sales and meeting performance goals
- Conducting interviews to meet staffing demands for your area

Education

High school diploma

Long County, GA

Skills

- Manufacturing
- Warehouse
- Forklift Operator
- Inventory Control

- Shipping
- Materials Handling
- Customer service (5 years)
- Shipping & receiving
- Pallet jack
- Windows
- Guest services
- Food service
- Typing
- Documentation review
- Employment & labor law
- Social media management
- Typing
- Windows
- Customer service
- Sales
- Security

Certifications and Licenses

BLS Certification

Driver's License

Class D Security

PERC Card