

Lisa Coleman

Material Handler, Order Picker and Customer Service Representative

Fort Collins, CO 80524

LisaSanc28@gmail.com

9706899807

Energetic, quick learning, reliable, eager to learn new things. Always give 100%. Looking for a forever job, not just a something to pass the time.

Authorized to work in the US for any employer

Work Experience

Material Handler, Order Picker and Customer Service Representative

Woodward, Inc - Fort Collins, CO

March 2017 to September 2018

Fort Collins, CO. / Loveland, CO. - March 2017 - September 2018

- > Positions held include Material Handler, Order Picker and Customer Service Representative.
- > Handled customer service requests, filled odd orders, overcame challenging issues, picked parts for manufacturing orders, stocked parts and materials using forklifts and overhead crane.
- > Assisted receiving department when needed.

Sam's Club - Cheyenne, WY

January 2017 to March 2017

Attended cash register, assisted customers with various requests, performed general cleaning and stocking duties.

- > Attended customer service desk and worked with customers to resolve complaints, returns and exchanges.

Material Handler and Shipment Receiver

Woodward, Inc - Fort Collins, CO

July 2016 to November 2016

Responsible for intake and stocking of incoming parts.

- > Delivered parts to correct departments for production needs.

Lead Porter

System1 Facility Services - Fort Collins, CO

May 2016 to July 2016

Responsible for night shift custodians. Directed crew on various tasks and responsibilities. Ensured that work was completed to standards per contract.

Originally hired as cashier but was selected for management position soon

Pilot Travel Centers - Cheyenne, WY

June 2014 to February 2016

after.

- > Supervised kitchen crew as Deli Manager and filled in as manager for travel center area as needed.

> Performed stocking, inventory, various paperwork, and any other duties to support the successful operation of store.

Highest position held was Assistant Manager

Arby's - Windsor, CO

April 2007 to May 2014

Responsible for running different crews and shifts as well as overseeing new hire training.

> Performed employee reviews, inventory, customer complaint resolutions. Assisted crew with cleaning tasks and day to day operations.

Education

Certification

IBMC College - Fort Collins, CO

2009

High School Diploma

American School of Correspondence - Lansing, IL

2001

Skills

Order Selector, Order Puller, Pallet Jack, Forklift, Warehouse Associate, Picking Packing, Selector, Reach, Customer Service (10+ years), Management (8 years), Serve safe certified (4 years), Reach Truck

Certifications/Licenses

Driver's License