

Melanie Davenport

Mills River, NC 28759

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Dependable, hard working and punctual person seeking full time employment with a well established company. Seeking long term employment with advancement opportunities.

Mills River, NC 28759

Authorized to work in the US for any employer

Work Experience

Material Coordinator

GF Linamar - Mills River, NC

October 2020 to Present

1. Receive material and packages in, checking against invoices..
2. Enter receiving information into SAP.
3. Distribute packages to correct departments as well as employees.
4. Unload deliveries from trucks using forklift.
5. Deliver parts to store room supervisor.
6. Perform material, parts and tool returns via FedEx.
7. Perform inventory counts, enter information into spread sheet system daily for reorder needs.

Security Officer

American Security - Mills River, NC

January 2020 to Present

The safety and security of employees is the number one goal.

- Consistently do rounds of the property to insure safety and security of employees and property.
- Accurately input information into the computer, with details of day to day operations and events.
- Check Id's to ensure only those who are supposed to be on property are there.
- Follow all DHS protocols and procedures.

Customer Service

Tractor Supply - Hendersonville, NC

October 2019 to March 2020

Customer satisfaction was a must.

- Ran cash registers and done in house deposits.
- Stock and clean store as needed.

Head Cashier

Lowes - North Myrtle Beach, SC

February 2017 to September 2019

Managed all checkout functions by processing sales transactions and refunds.

- Monitoring cash drawer amounts, and maintaining checkout area.

- Oversees coverage of registers and store supply usage.
- Performs opening procedures, and provides excellent customer service by assisting customers and addressing issues.

Education

Diploma

East Henderson High School - Hendersonville, NC

September 1986 to May 1989

Skills

- October 2019
- March 2020
- Customer satisfaction was a must.
- Stock and clean store as needed. Lowes, North Myrtle Beach, SC
- Surveillance
- Security
- Loss Prevention
- CCTV
- Supervising Experience
- Typing
- SAP
- Shipping & Receiving
- Forklift
- Materials Management

Certifications and Licenses

First Aid Certification

Assessments

Supervisory Skills: Motivating & Assessing Employees — Proficient

October 2020

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Proficient](#)

Administrative Assistant/Receptionist — Proficient

October 2020

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Data Entry: Accuracy — Highly Proficient

October 2020

Entering data quickly and accurately

Full results: [Highly Proficient](#)

Customer Focus & Orientation — Proficient

September 2019

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: [Proficient](#)

Warehouse Associate — Highly Proficient

September 2019

Assesses the tendencies that are important for success in warehouse roles.

Full results: [Highly Proficient](#)

Attention to Detail: Inventory — Expert

August 2019

Applying systematic processes for managing and storing products and merchandise.

Full results: [Expert](#)

Data Entry: Attention to Detail — Highly Proficient

October 2020

Maintaining data integrity by detecting errors

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.