

Michelle Lynch

Ooltewah, TN 37363

michellelynch746_kx6@indeedemail.com

+1 202 706 0587

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Warehouse Associate

Kenco Group-Chattanooga, TN

June 2022 to Present

Process shipments, resolve returned item issues and reship if possible, log that info into excel for tracking purposes. Open/close/ and dispatch trailers through JDA. Use excel for documenting trainings on site. Sorting, filing and organizing while maintaining a clean workspace. Train new associates to give them the knowledge they need and make them feel comfortable with their new job. Clerical: print labels for products, do multiple reports using excel spreadsheets

Lowe's associate

Lowe's Home Improvement-Chattanooga, TN

September 2019 to October 2022

Deliver excellent customer service to customers while helping them find all of the supplies they need for their project. Stocking shelves. Keep the work area clean. Mix paint. Help at the customer service desk. I was a cashier her for the first 2 years.

- Operated cash register
- Received inbound calls
- Trained and managed on-boarding of new employees
- Tracked inventory in lowes

Education

High school or equivalent

Archbishop Carroll - Washington, DC

August 2015 to May 2019

Skills

- Babysitting
- Childcare
- Inventory Control
- Caregiving
- Cash Handling
- Organizational Skills
- Nannying

- Manufacturing (1 year)
- Front Desk
- Infant Care
- Employee Orientation
- Retail Sales
- Sales
- Customer service
- Leadership
- Negotiation
- Conflict management
- Retail sales
- Workday
- Microsoft Access
- Windows
- Typing
- Cash handling
- Records management
- Mac OS
- Cash register
- Driving
- Childcare
- Early childhood education
- Operating Systems
- Microsoft Outlook
- Microsoft Excel (3 years)

Certifications and Licenses

CPR Certification

First Aid Certification

Forklift Certification

Assessments

Work style: Reliability — Proficient

September 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

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