

# Raynisha Garrett

## Entry Level

Kalamazoo, MI  
determined269@gmail.com - (269)5994525

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally. I am self-motivated and able to work both independently and as collaborative team member.  
Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **Shipping and Recieving Clerk**

Mophie - Kalamazoo, MI - September 2014 to Present

##### Responsibilities

- Create sales orders in SAP based on incoming purchase orders.
- Release daily shipments in SAP, based on available inventory.
- Create commercial invoices and pack slips to release shipments.
- Coordinate with logistics team to make sure we are using the most cost effective means for shipment.
- Update sales orders based on PO revisions or cancels.
- Update requested dates and promised dates on sales orders.
- Enter tracking in customer portals or send to customers

#### **Customer Service Associate**

Walmart - Portage, MI - October 2013 to June 2014

- Handling guest complaints and compliments.
- Returning merchandise to shelves, and accepting returns and exchanges.
- Refunding money and maintaining a balanced drawer.
- Activate gift cards and handle requests for money orders.
- Operate cash register.

##### Skills Used

Customer Service

#### **Custodian**

Kalamazoo County - Kalamazoo, MI - October 2012 to March 2013

- Clean offices, dust, sweep and mop, clean windows, bathrooms, mirrors, etc., empty wastebaskets.
- Change light bulbs, strip and ref-finish floors, clean carpets, buff floors, distribute and replenish supplies.
- Check lights and secure doors/windows.
- Move furniture as necessary and as directed for cleaning and/or re-arranging of offices.

#### **Custodian**

DM Burr Group - Kalamazoo, MI - July 2012 to October 2012

- Clean offices, dust, sweep and mop, clean windows, bathrooms, mirrors, etc., empty wastebaskets.
- Change light bulbs, strip and ref-finish floors, clean carpets, buff floors, distribute and replenish supplies.
- Check lights and secure doors/windows.
- Move furniture as necessary and as directed for cleaning and/or re-arranging of offices.

### **Lead Cart Packer/Team Leader**

Textile Systems - Kalamazoo, MI - 2004 to November 2011

- Lead a group of 7-10 employees in the iron department.
- Replenish laundry carts with fresh bed linen.
- Coordinate laundry orders and ship to over 24 hospitals and nursing homes through out Michigan.
- Inspect linen for tears, ripped, stained, soiled, written on, or any unusable linen.

### **Cashier/Layaway associate**

Wal-Mart Supercenter - Canton, MI - 2003 to 2004

- Operate Cash register.
- Cleaning register area removing merchandise from register area, shelves, and returning to appropriate area.
- Stocking and handling damaged goods.
- Creating new layaways.

### **Office Clerk**

Exemplar Manufacturing - Ypsilanti, MI - 2001 to 2003

- Answer phones and greet clients warmly.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
- Restock supply closet with printing paper, ink, pens, paper clips, staplers, files and folders, and correction fluid.
- Data entry for internal databases on excels

### **EDUCATION**

#### **Associates in Medical Administration**

Kaplan University - online  
2013 to 2014

#### **Diploma in General studies/College Prep**

Loy Norrix High - Kalamazoo, MI  
January 1998 to January 2001

### **SKILLS**

● CPT@ ● Code Assignment ICD-9-CM ● Coding Guidelines ● Medical Terminology ● Payment Methodologies ● HIPPA Compliance ● Anatomy ● Surgery and Modifiers ● HCPCS Level II

### **ADDITIONAL INFORMATION**

#### **Skills**

Ms Word (all Versions), Excel, Customer Service, Data entry, Meticulous with paperwork and proofreading, Excellent communication skills, Able to comprehend common coding procedures, Typing Speed: 60 WPM, Exceptional telephone etiquette.