

KRISTEN WOOD

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 (570) 921-1263

 Kunkletown, PA 18058

SKILLS

- Packaging and labeling
- Attention to detail
- Problem-solving
- Quality control
- Adaptability and flexibility
- Safety awareness
- Teamwork and collaboration
- Friendly, positive attitude

EDUCATION

Tamaqua Area High School
Tamaqua, PA

High School Diploma

PROFESSIONAL SUMMARY

A collaborative team player dedicated to achieving operational excellence and resolving discrepancies effectively.

Equipped with strong problem-solving abilities, willingness to learn, and excellent communication skills. Poised to contribute to team success and achieve positive results. Ready to tackle new challenges and advance organizational objectives with dedication and enthusiasm.

WORK HISTORY

True Value Warehouse - Warehouse Associate

Hanover, PA • 01/2025 - 09/2025

- Organized merchandise in designated storage areas to optimize space and accessibility.
- Identified discrepancies in shipments, coordinating with suppliers for resolution efficiently.
- Unloaded pallets and deliveries and organized products in warehouse.
- Reduced product damage during the receiving process by carefully handling fragile items and adhering to proper safety protocols.
- Enhanced warehouse efficiency by accurately processing incoming shipments and promptly updating inventory records.

Symbia Logistics - Warehouse Associate

Pittston, PA • 03/2024 - 10/2024

- Operated forklifts and pallet jacks to transport materials efficiently within warehouse environment.
- Sorted, organized, and stored incoming inventory using established safety protocols.
- Assisted in maintaining accurate inventory counts through regular stock audits.
- Collaborated with team members to streamline packing and shipping processes.
- Prepared orders for shipment by picking, packing, and labeling merchandise.

The Car Washery System - Car Wash Attendant

Tamaqua, PA • 01/2022 - 11/2022

- Operated wash equipment to ensure efficient vehicle cleaning processes.
- Assisted customers with service selection, enhancing customer satisfaction and experience.
- Monitored inventory levels, reporting shortages to management for timely replenishment.
- Collaborated with team members to streamline operations and improve workflow efficiency.

- Implemented quality checks, ensuring high standards of service delivery were met consistently.

TJ Maxx Distribution Center - Warehouse Associate-Trainer

Pittston, PA • 11/2022 - 03/2024

- Trained new team members on operational protocols and safety measures.
- Operated pallet jacks and forklifts to transport goods efficiently within warehouse environment.
- Paid attention to detail while completing assignments.
- Packaged products efficiently to meet daily shipping targets.

Leibys Restaurant - Cashier

Tamaqua, PA • 01/2022 - 11/2022

- Processed customer transactions efficiently using point-of-sale system.
- Assisted customers with menu selections and dietary inquiries.
- Operated industrial dishwashing equipment efficiently to ensure cleanliness and sanitation standards.
- Cleaned and sanitized tables, chairs, and dining areas to maintain restaurant hygiene standards.

Dunkin' Donuts - Cashier

Hamlin, PA • 01/2021 - 07/2021

- Processed customer transactions efficiently using point-of-sale system.
- Assisted customers with menu selections and dietary inquiries.
- Prepared high-quality coffee beverages according to standardized recipes.
- Operated espresso machines and brewing equipment, ensuring proper functionality and maintenance.

Reynolds Consumer Products Inc. - Machine Operator

Tamaqua, PA • 02/2017 - 11/2019

- Operated production machinery to ensure efficient workflow and product quality.
- Monitored equipment performance and reported issues promptly for maintenance.
- Conducted routine inspections to maintain compliance with safety standards.
- Implemented best practices for material handling to improve efficiency on the floor.
- Maintained accurate records of production output and machine settings for quality assurance.

McDonald's - Crew Member

Tamaqua, PA • 07/2013 - 10/2016

- Processed customer transactions efficiently using point-of-sale system.
- Assisted customers with menu selections and dietary inquiries.
- Maintained cleanliness and organization of workstations and dining areas.
- Prepared and cooked menu items according to standardized recipes and quality standards.
- Operated kitchen equipment, ensuring safety and cleanliness

protocols were followed consistently.

Boyer's Market - Bakery Associate

Tamaqua, PA • 06/2012 - 10/2013

- Prepared and cooked menu items according to standardized recipes and quality standards.
- Operated kitchen equipment, ensuring safety and cleanliness protocols were followed consistently.
- Assisted in inventory management by tracking ingredient levels and restocking supplies as needed.
- Maintained a clean and organized work station to promote efficiency during peak hours.