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SAMANTHA MYRICK

CONTACT

📞 9125319160

✉ myrick.sb@outlook.com

📍 936 Clyde Kennedy Rd, Collins, GA 30421

PROFESSIONAL SUMMARY

Hard working and reliable team player with strong background in warehouse and office work focused on going above and beyond to support team and serve customers. Motivated to continue to learn and grow. Extremely organized while bringing strengths in handling work independently and solving routine problems without oversight and the ability to quickly learn new processes.

SKILLS

- Work Independently
- Data Management
- Detail Oriented
- Excellent Communication

EXPERIENCE

WAREHOUSE ASSOCIATE *Jun 2019 - Oct 2020*

Trane Technologies, Vidalia, GA

Abided by all safety standards and OSHA regulations in warehouse environment.

- Worked both independently with minimal supervision and collaboratively in team environment.
- Conducted regular cycle counts to contribute to effective inventory management.
- Exercised clear judgment in challenging situations.
- Operated forklift and tugger to maintain raw material supply for production line.

SHIPPING AND RECEIVING LEAD *Nov 2017 - Jun 2019*

Claxton Poultry Farms, Claxton, GA

- Used handheld RFID scanner to audit pallets being loaded for shipment.
- Secured items in trailers to prevent cargo shifting and damage during transport.
- Assisted with smooth loading of freight in line with DOT requirements and safety standards.
- Operated forklifts, banding machines and pallet jacks
- Inspected cargo to compare against paperwork to identify any shipment discrepancies.

PRODUCTION LINE WORKER *Feb 2014 - Nov 2017*

Trane Technologies, Vidalia, Ga

- Maintained good housekeeping according to safety regulations in order to remove hazards and maintain minimum level of production errors
- Recorded information for inspection and production using various form, logs and computer systems.
- Assisted operators with startup, production, change over and shut down of production.
- Performed audits and carried out quality inspections to correct known defects.

FRONT OFFICE COORDINATOR *Jun 2010 - Nov 2017*

B&R Harvesting, Collins, GA

- Communicated frequently and effectively via multi line phone, email and messaging.
- Maintained inventory of office supplies and printed forms.
- Safeguarded confidential personnel information per policies and requirements.

- Received and sorted incoming/outgoing mail and deliveries.
- Entered and maintained various forms of confidential employee data into personnel database.
- Computed and processed weekly payroll statements for employees.

EDUCATION

ASSOCIATE OF SCIENCE - HEALTHCARE *May 2002*
Southeastern Technical College, Vidalia, GA