

Sarah Witherington

materials, packer, shipping and receiving clerk, machine operator, quality control

West Union, SC 29696

sarahwitherington6_g8p@indeedemail.com

+1 864 280 2813

Cleaning experience residentially, in plants and in a nursing home, outside sales coordinator, quality control, shipping/receiving, scheduling/materials, human resources

Authorized to work in the US for any employer

Work Experience

Self Employed

House cleaning - West Union, SC

April 2020 to Present

Cleaning houses and apartments

Customer Service Representative

ETCON Employment Solutions - Seneca, SC

March 2020 to April 2020

Greet applicants, safety training and orientation, answer phones, interview and drug screen applicants, data entry

Office Manager

Plastic Products Co., Inc. - Seneca, SC

June 2016 to June 2019

- Shipping, receiving
- material purchasing
- inventory control
- forklift operator
- grinder
- warehouse lead
- payroll in celery time, hiring new employees, entering employee data and health insurance forms
- human resources

Order Puller

Schneider electric/ volt - Seneca, SC

June 2015 to January 2016

- Pulled orders for several different departments for assembly
- quality auditing
- inventory control

Outside sales coordinator

Parkway - Seneca, SC

May 2014 to January 2015

- Put in 35 shift reports on computer
- did ordering and order filling for Nissan
- inventory control
- quality auditor
- data entry

Cleaner

The budd group - West Union, SC
November 2013 to May 2014

- Cleaned offices, restrooms, canteens, sweep, mop

Housekeeper

Healthcare services - Seneca, SC
April 2013 to November 2013

- Cleaned 23 patient rooms, restrooms, showers, nurses station and dining area

machine operator, packer, hand packer, shipping and receiving clerk

IPG, LLC - Westminster, SC
February 2007 to April 2012

- urethane machine operator
- machine packer and hand packer
- shipping and receiving clerk,
- quality inspector, post and pre buff golf ball inspection

Manager

Plez U stores Inc. - Seneca, SC
May 2004 to February 2007

- managed convenience store
- did interviewing, hiring and termination
- made weekly work schedules
- balanced registers and safe, made all bank deposits
- ordered all inventory
- inventory control

Education

GED

Greenville county adult ed - Greenville, SC
March 2015 to April 2015

Skills

- Purchasing (3 years)
- Inventory Control (7 years)
- Management (4 years)
- Cash Handling (4 years)

- Purchasing (6 years)
- Quality Control (7 years)
- Payroll (5 years)
- Human Resources (2 years)
- Front Office (2 years)
- Word (10+ years)
- Accounts Payable (2 years)
- Accounts Receivable (2 years)
- Office Management (2 years)
- Scheduling (3 years)
- Outlook (10+ years)
- Receptionist (2 years)
- Data Entry
- Typing
- Microsoft Excel
- Customer Service
- CSR
- Customer Support
- Employee Orientation
- Outside Sales
- Quality Audits
- Quality Inspection
- Auditing
- Quality Assurance
- Shipping & Receiving
- Internal Audits
- Account Management
- Logistics
- Driving
- Basic math
- Residential Cleaning
- Manufacturing
- Computer literacy
- Warehouse experience
- English

Certifications and Licenses

Driver's License

Assessments

Scheduling Skills — Expert

January 2019

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: [Expert](#)

Receptionist — Highly Proficient

November 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

Customer Focus & Orientation — Highly Proficient

October 2019

Responding to customer situations with sensitivity.

Full results: [Highly Proficient](#)

Reliability — Expert

August 2019

Tendency to be dependable and come to work

Full results: [Expert](#)

Attention to Detail: Inventory — Proficient

July 2019

Applying systematic processes for managing and storing products and merchandise.

Full results: [Proficient](#)

Attention to Detail — Highly Proficient

August 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Highly Proficient](#)

Basic Resource Planning with SAP — Proficient

July 2019

Using SAP to manage inventory and customer information and create summary reports.

Full results: [Proficient](#)

Receptionist — Proficient

July 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Proficient](#)

Call Center Customer Service — Highly Proficient

July 2019

Measures a candidate's ability to demonstrate customer service skills in a call center setting.

Full results: [Highly Proficient](#)

Working with MS Word Documents (Intermediate) — Proficient

July 2019

Intermediate Word techniques, including the use of formatting, Track Changes, and Comments.

Full results: [Proficient](#)

Customer Focus & Orientation — Proficient

June 2019

Responding to customer situations with sensitivity.

Full results: [Proficient](#)

Merchandise & Supply Storage — Highly Proficient

May 2019

Measures a candidate's ability to apply systematic processes for managing and storing products and merchandise.

Full results: [Highly Proficient](#)

Problem Solving — Expert

December 2019

Measures a candidate's ability to analyze relevant information when solving problems

Full results: [Expert](#)

Workplace Safety — Highly Proficient

November 2019

Using safe practices at work

Full results: [Highly Proficient](#)

Retail Cashier — Expert

February 2020

Calculating retail transactions and knowing cash drawer policies and procedures.

Full results: [Expert](#)

Conscientiousness — Expert

February 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [Expert](#)

Personality: Customer Service Fit — Proficient

January 2020

Measures the traits that are important for high-quality customer service.

Full results: [Proficient](#)

Management & Leadership Skills: Planning & Execution — Proficient

February 2020

Planning and managing resources to accomplish organizational goals.

Full results: [Proficient](#)

Cashier Skills — Highly Proficient

November 2020

Counting cash, processing transactions, following written procedures, and attending to details

Full results: [Highly Proficient](#)

Basic maintenance and repair — Proficient

January 2021

Performing basic repairs and maintenance for apartment complexes, office buildings, and other facilities

Full results: [Proficient](#)

Forklift safety — Highly Proficient

July 2021

Best practices and safety hazards in forklift operation

Full results: [Highly Proficient](#)

Supervisory skills: Motivating & assessing employees — Proficient

July 2021

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Proficient](#)

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