



444 Dove Ln
SOCIAL CIRCLE, GA
Suepi75@gmail.com
770.652.8056

Education

**Lincoln University-Dental
Assistant-2008**
**Spanish River High School-High
School Diploma-1994**

Core Competencies

Microsoft Office
Conflict Resolution
Deadline Oriented
Customer Service
Team Player
Cash Balancing
Forklift

SUE PEAK

CAREER SUMMARY

- ✓ High impact professional with diverse experience in deadlines and problem solving
- ✓ 10 years plus of outstanding customer service and organizational skills
- ✓ Recognized for commitment to team excellence
- ✓ Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community

EMPLOYMENT HISTORY

MARTEN TRANSPORTATION

WAREHOUSE SANITATION WORKER 2019-PRESENT

- KEEP WAREHOUSE CLEAN
- FOLLOW CORRECT SANITATION POLICIES
- KEEP CLEANING PRODUCTS STORED IN CORRECT AREA
- CLEAN RESTROOMS/OFFICES
- EMPTY TRASH

KENCO GROUP

FORKLIFT OPERATOR 2 2017-2019

- LOADED TRUCKS BY CLAMP ON DAY TO DAY BASIS FROM STAGING BAY.
- MADE SURE TRUCKS AFTER LOADING CLOSE WITH A 100%
- UNLOADED TRUCKS WITH A SLIP SHEET FORKLIFT TRUCK INTO STAGING BAY
- MATCH PRODUCTS THAT WAS UNLOADED INTO STAGING BY RF SYSTEM
- DAMAGED OUT DAMAGED PRODUCT USING PROPER PROCEDURE
- CASE PICKED ORDERS FROM RF SYSTEM SHRINK WRAPPED PALLETS AND STAGED TO BAY
- CLAMP PICKED ORDERS BY RECEIVING ORDERS THROUGH RF TO LOCATION TO BAY
- MAINTAINED A SCORE OF 90% DAILY TO MEET PRODUCTION

EXPRESS EMPLOYMENT SERVICES/HITACHI

2018-2018

REPLINISH CART

- STOCK MACHINES DAILY FOR MACHINE OPERATORS
- OPERATED MACHINES WITH PARTS ON CORRECT MACHINE
- TROUBLE SHOOT MACHINES REPORTED UNFIXABLE SHUTDOWNS
- MAINTAINED ACCURATE COUNT AND PRODUCTION

HIRE DYNAMICS STAFFING

PACKING/ASSEMBLY

2016-2018

- RECEIVE BABY CLOTHING FROM CONVEYOR BELT
- SCAN IN EACH ITEM AND CORRECTLY STORED IN CORRECT BINS
- RECEIVE INSTRUCTION THROUGH COMPUTER SCREENS
- PUT CLOTHING IN BOXES WITH RECEIPT SLIP SEAL BOXES
- ONCE BOXES SEALED SEND THEM DOWN CONVEYOR BELT.
- DID INVENTORY COUNT

A & MED BEYOND MEDICAL

2013-2016

CUSTOMER SERVICE REPRESENTATIVE

- ANSWERED ALL INCOMING CALLS AND EDUCATED PATENTS AS NEEDED
- INFORMED PATIENTS ON DIABETIC SUPPLIES AVAILABLE
- UPHELD PATIENT CONFIDENTIALITY AND ENSURED PRIVACY ON ALL ACCOUNTS
- DOCUMENTED EACH CALL ACURATELY SO AS TO BE ABLE TO FOLLOW UP WITH PATIENTS
- COMMUNICATED WITH DOCTORS OFFICE TO CONFIRM DOCTOR SIGNATURES ON RX
- TRAINED NEW CUSTOMER SERVICE REPS ON DEPARTMENT PROCEDURES
- COMMUNICATED WITH INSURANCE TO VERIFY ELIGIBILITY
- INITIATED REPORTING AND UPDATING MEMBER'S CONTACT INFORMATION WHEN NECESSARY
- MET AND EXCEEDED DEPARTMENT PRODUCTIVITY AND QUALITY STANDARDS

A&A ASSOCIATES

CAFETERIA ASSISTANT

2008-2013

- ASSISTED WITH MEAL PREPARATION
- ORGANIZED INVENTORY AND CHARTED RATE OF DEPLETION
- MAINTAINED KITCHEN AREA AND LOGGED AREAS OF CONCERN
- PREPARED KITCHEN AREA FOR HEALTH INSPECTIONS
- COMMUNICATED WITH STUDENTS AND STAFF IN A POSITIVE AND PROFESSIONAL MANNER
- PARTICIPATED IN TRAINING SESSIONS, MEETING, AND SCHEDULED CLEANING DAYS AS REQUESTED.

UNICOR DISTRIBUTION

STANDUP-FORKLIFT/MATERIAL HANDLER

2003-2008

- OFFLOADED INBOUND MERCHANDISE VERIFIED COUNT A STOCK NUMBER
- BILL OF LAIDING/FED EXPRESS
- CHECK FOR DAMAGES TO INCOMING PRODUCTS REPORTED DAMAGES
- READ PRODUCTION SCHEDULE, WORK ORDERS, SHIPPING ORDERS, AND REQUISITIONS TO DETERMINE ITEMS GATHERED OR DISTRIBUTED
- ENSURED COMPLETION OF PROJECTS/ORDERS IN A TIMELY MANNER BY FOLLOWING COMPANY'S PRODUCTIVITY
- UTILIZED SIT DOWN FORKLIFT AND PALLET JACKS TO MOVE ITEMS
- PROPERLY LABELED ALL PRODUCTS FOR SHIPPING

