

Tabitha Griffin

Iva, SC 29655

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Authorized to work in the US for any employer

Work Experience

Inventory Control Specialist

Copart, Inc - Ocala, FL

May 2023 to January 2024

Inventory control of insurance vehicles. Inventory of personal items, prepare vehicles for auction, take photos of vehicles to apply to website for auction, Data entry, forklift, safety, cycle counts, resolve discrepancies.

Temp Buyer

Nestlé Purina - Hartwell, GA

June 2021 to January 2022

Inventory control over store room in warehouse. Data entry, procurement, buyer for nestle purina store room, forklift, scanner, cycle count.

Inventory Control Specialist

First Quality - Anderson, SC

February 2016 to February 2021

Inventory for store room working directly with maintenance. Cycle count, SAP, INFOR, working with delivery companies such as fedex, ups, all major freight lines. Data entry, forklift, material management.

Materials Manager

JACOBS ENGINEERING S.A - Anderson, SC

February 2014 to February 2016

Material and inventory manger over construction of First Quality. Managed employees, cycle counts, oversee freight shipments, manage lay down yards and warehouses, resolve discrepancies, forklift, site maintenance.

Inventory Specialist

Caterpillar - Champaign, IL

April 2012 to February 2014

Inventory of parts for distribution, cycle counts, forklift operation, load and unloading of freight, fifo, schedule shipments, resolved discrepancies.

Education

High school diploma

Tamassee-Salem Middle/High - Salem, SC

August 2002 to May 2009

Skills

- Materials Management
- Freight Experience
- Inventory Control
- SAP
- Procurement
- Shipping & Receiving
- Manufacturing
- Purchasing
- Quality Assurance
- Materials Handling
- Computer skills
- Materials management
- Forklift
- Freight
- Quality assurance
- Construction
- Microsoft Outlook
- Warehouse experience
- Inventory control
- Communication skills
- Customer service
- Microsoft Excel
- Management
- Supervising experience
- Cleaning
- Senior care
- Caregiving