

TAWANA SMITH

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PROFESSIONAL SUMMARY

I am seeking to work in a competitive environment that will challenge me and further enhance my utilized skills. I also want to develop an approach to achieve goals within your organization.

SKILLS

- Work ready and Forklift certified
- Computer literate
- Work Assignments
- Carrier Relationships

WORK HISTORY

01/2015 to Current **Logistics Clerk**

ANTHONY INTERNATIONAL – Conyers, GA

- Send and receive packages utilizing UPS, FedEx and other logistic resources
- Process accounts receivable.
- Forklift operator.
- Coordinating and monitoring supply chain operations.
- Check inventory/prepare delivery schedules.

02/2012 to 12/2014 **School Nutrition Worker**

NEWTON COUNTY BOARD OF EDUCATION – Covington GA

- Meet service schedule and followed food standards.
- Compile documents.
- Always positive and cooperative.
- Utilize resources and supplies.
- Comply with food and health regulations.

10/1997 to 04/2011 **PRODUCTION / COMPONENT WAREHOUSE CLERK**

C.R. BARD – Covington GA

- Maximized production and performed According to all guidelines.
- Applied all government and company policies.
- Created work orders, purchase orders, planning reports.
- Operate injection molds, sealer, forklift equipment, etc.
- Operation of production lines and maintain storage area.
- Control of warehouse operations and implementing cycle counts.

EDUCATION

05/1990

GED

Loganville High School - Loganville, GA