



Teresa Bryan

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PROFESSIONAL SUMMARY

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

SKILLS

- Storage Coordination
- Basic Mathematics
- Customer Experience
- Task Delegation
- Inventory Replenishment
- Shipping and Receiving
- Packing and Scanning
- Verbal and Written Communication
- Certified Forklift Driver
- Recordkeeping Compliance
- Protective Equipment Knowledge
- Work Order Following
- Handheld Scanners
- Product and Materials Sorting
- Barcode Labeling
- Safety

WORK HISTORY

SHIPPING AND RECEIVING CLERK 12/2017 to 01/2023

Silfex | 950 S. Franklin St., Eaton, Ohio 45320

I also performed as the tool crib attendant filling Kanban's for all departments. Receive product against pack slips, put product into proper locations, cycle counts weekly, receive graphite and scan it out, FIFO when pulling orders, help bag and box parts for shipment, palletize finished product for delivery and maintain 5S in any area I work.

MACHINE OPERATOR 04/2017 to 09/2018

Timkensteel | Industrial Dr. Eaton, Ohio 45320

- Operated machining equipment safely with team of operators.
- Complied with company and OSHA safety rules and regulations.
- Set up and ran machinery to produce exceptional products for industrial needs.

- Monitored machines during operation to detect sounds of malfunction or excessive vibration and adjusted machines to eliminate problems.

RECEIVING AUDITOR

05/1999 to 09/2015

Meijer Distribution Center | 4220 County Rd 25A, Tipp City, Ohio 45371d

Receive product against po/pack list. Verify quantity, pack size and correct product in a timely manner. Operate sit down fork truck, front riders and order picker as well as stand up trucks when needed and to unload trailers. Oversee paperwork is correct. Stack and wrap pallets when needed. I also was a supervisor until management was downsized.

EDUCATION

No Degree | Medical Assistant (didn't Finish)

05/2019

Rets Tech School, Dayton, Ohio

High School Diploma

05/1981

Twin Valley South High School, West Alexandria, OH

- Honor Roll multiple semester's all 4 years
- 3.5 GPA
- Extracurricular Activities: Band, Volleyball, Softball, Basketball Statistician, Office helper and Co-op Senior year.