

Teresa Lightaul

Chattanooga, TN 37416

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315-395-0914

I look forward to obtaining a position that utilizes my current skillset:

Punctual, Well-Organized, Attention to detail, Upholds company values, Trustworthy, Creative Thinker

Authorized to work in the US for any employer

Work Experience

Warehouse Operations

Hollywog-Hixson, TN

February 2021 to Present

- Managed daily warehouse operations, including receiving, storing, and distributing inventory
- Optimized layout and organization of warehouse space to improve efficiency and maximize storage capacity
- Conducted regular audits of inventory levels to identify potential shortages
- Managed returns process efficiently resolving customer complaints promptly
- Maintained accurate documentation of all incoming/outgoing shipments ensuring compliance with regulatory requirements
- Participated in cross-functional meetings to provide insights on warehouse operations and contribute ideas for process improvements

Bakery Associate

BMG Bakery-Ringgold, GA

October 2020 to February 2021

- Followed food safety guidelines at all times to ensure the production of safe products for customers
- Ensured compliance with health department regulations regarding sanitation practices in the bakery area
- Maintained a positive working relationship with team members by fostering open communication and mutual respect

Custodial Worker

Ridgedale Baptist church-Chattanooga, TN

August 2020 to October 2020

- Performed daily cleaning and maintenance tasks

Child Care Worker

Ridgedale Baptist Cdc-Chattanooga, TN

April 2019 to October 2020

- Created a safe and stimulating environment by implementing age-appropriate activities, games, and crafts
- Established positive relationships with parents through regular communication and updates on their child's progress
- Maintained accurate records of attendance sheets, incident reports, medication administration logs, etc

Cashier/Customer Service

Aramark-Chattanooga, TN

June 2018 to October 2018

- Consistently provided exceptional customer service by engaging with customers in a friendly and professional manner
- Resolved customer complaints or concerns promptly and effectively to maintain high satisfaction levels

Cashier, food prep, cook, Shift Leader

Wendy's-Chattanooga, TN

May 2017 to June 2018

- Prioritized tasks effectively during busy periods while maintaining high-quality service
- Leveraged strong communication skills when resolving customer complaints or concerns
- Demonstrated ability to handle high-pressure situations with calmness and professionalism

Sandwich maker, food prep

Dunkin Donuts-Chattanooga, TN

2016 to 2017

- Provided exceptional customer service by greeting and assisting customers in a friendly and efficient manner
- Prepared and served food and beverages according to Dunkin' standards, ensuring quality and consistency

Independent Childcare Provider

Melissa Saxton-Clay, NY

October 2014 to August 2016

- Provided personalized and attentive care for 2 children, ensuring their safety, well-being, and development

Association Manager

Syracuse Youth Bowling Association-Liverpool, NY

August 2012 to August 2016

- Performed general administrative tasks including photocopying documents, scanning files, faxing paperwork
- Managed and maintained office supplies inventory, ensuring availability of necessary materials for daily operations

Assistant Daycare Provider

Miss Gail's Lil Pal's-Central Square, NY

October 2010 to October 2014

- Supervised and cared for children ranging in age from infants to pre-teens
- Maintained a record of attendance, incidents, and milestones for each child

Tester II

Anaren Microwave-East Syracuse, NY

September 1997 to February 2009

- Executed functional tests to ensure proper operation of electronic devices according to specifications and quality standards
- Documented test results, observations, and any issues encountered during the testing process

Education

High school diploma

Paul V Moore High School - Central Square, NY

September 1980 to June 1984

Skills

- Microsoft Office (7 years)
- Customer service (7 years)
- Manufacturing (10+ years)
- Shift Management (3 years)
- Inventory control (5 years)
- Warehouse experience (5 years)

Certifications and Licenses

Driver's License

Assessments

Filing & organization — Proficient

December 2020

Arranging and managing information or materials using a set of rules

Full results: [Proficient](#)

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

Additional Information

Interpersonal skills, accustomed to working as a member of inter-disciplinary teams.

- Good written and verbal communication skills.
- Strong attention to details.
- Ability to adapt and learn new skills due to continually changing work environment.
- Ability to work in a dynamic, fast-paced work environment.
- Basic computer skills, use of most Windows based software, and stand-alone software as well as equipment based
- Multitask and shift priorities as needed.
- A self-starter with the ability to work without direct supervision and a sense of urgency to meet production goals and customer expectations