

Tiffany Barton

Maxton, NC 28364

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Professional Summary

I am a young mother who is mechanically inclined, looking for an opportunity to grow with a company and be more successful as well as furthering my education in the near future.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Inventory Clerk

Smithfield Distribution-Tar Heel, NC

February 2022 to Present

- Compiles a list of items to be counted. Completes physical inventories, cycle counts, random or receipt audits, and reconciliations on a daily, monthly or quarterly basis.
- Resolves inventory issues in a timely manner. Researches inventory discrepancies, including variances in usage and cost. Analyses whether the variances are acceptable or whether they need to be investigated further and corrected.
- Performs inventory computer transactions in the appropriate business software.
- Utilizes order pickers and other P.I.T. equipment in the execution of counting locations.
- Utilizes RF guns to execute counting and investigate inventory variances and inventory reconciliation.
- Adheres to all safety procedures / standards within the course of performing job tasks.

Custodian Team Leader

Supreme Maintenance Organization-Lumberton, NC

February 2020 to January 2022

Sanitize each room, desk, door knobs, objects, all items being used in the classroom setting. Sweep, mop, dust, vacuum, wax/strip floors, etc.

Quality Assurance

Steven Roberts Originals LLC-Pembroke, NC

January 2017 to January 2020

Contributes to Critical Quality Checks, Pull Retains, Make Sure Checks Are Made, (X-ray, metal-detector, Freezer, Ovens, etc) On All Dessert Lines You Are Working In That Area.

Machine Operator

Olsten Staffing-Laurinburg, NC

December 2015 to November 2017

As a helper you had to get the size blocks, all materials for prep person on table, keep area neatly oriented and maintained, use pallet jacks, carts, etc.

Hostess/Server Assistant

Texas Steakhouse & Saloon-Lumberton, NC

December 2011 to December 2015

Responsibilities

Seat Customers, Bust Tables, Pull Food, Prep Food,...etc

Accomplishments

How To Provide Customer Service To The Public.

Skills Used

Providing Customer Service, Completing My Job Task In A Timely Manner.

Education

High school or equivalent

Purnell Swett High School - Pembroke, NC

August 2009 to June 2013

Skills

- Machine Operator
- Machine Operator (1 year)
- Personal Care
- Customer Service
- PCA
- Manufacturing
- Medical Imaging
- Restaurant Experience
- Insurance Sales
- Quality Assurance
- Warehouse Experience
- Order Picking
- Custodial Experience
- Cash Handling
- Serving Experience
- Driving
- Host/Hostess
- Busser
- Mechanical knowledge
- Industrial equipment (2 years)
- Customer service
- ERP systems
- Custodial experience

- Janitorial experience
- Floor care
- Forklift
- Shipping & receiving
- Pallet jack
- Computer skills
- Time management
- Materials handling
- Distribution center
- Order fulfillment
- Basic math
- Calipers
- Micrometer

Certifications and Licenses

Cart Caddy

August 2013 to Present

Before operating, you must complete a safety sheet observation, to make sure it works properly. Then hook cart caddy to Barrels and pull soup to labeling to be put back on the lines if not damaged.

Job Readiness For The Workforce

July 2016 to Present

(3)Day Class , Prepares you for the workfield. Explores interviews, personal appearance, And the best tips on how to land a job.

A valid P&C License

First Aid Certification

CPR Certification

CNA

Food Handler Certification

Life & Health Insurance License

Forklift Certification

January 2022 to January 2025

I have been trained and received my license to operate the following equipment (jack pallet, reach truck, dock stocker and a cherry picker).

Additional Information

Work-Keys Scores

5,5,5