

Tracy Hedlund

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Denver, CO 80222

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18+ years experience in construction, custodial and inventory management. Experienced utilizing ACCESS data base to record incoming and outgoing shipments; providing accurate inventory counts. In addition, I also have experience in the warehouse industry. I utilized various material handling equipment to pull orders and replenish the production floor.

- OSHA certified fork lift operator
- Replenishment
- Order selector/pallet jack
- Scanning gun
- Quality control
- Ten key
- Material handling
- Customer service
- Data entry
- Microsoft office

Experience

J & M Fencing Company 08/97 -11/05

Aurora, CO

Fence Building Technician

- Fabricated residential privacy fences from tear down to completion
- Utilized power tools in work project assembly
- Estimated projects for successful bids with owners

CCI Greenhouse 12/05-09/16

Canon City, CO

Inventory Clerk

- Receiving and inventory of product
- Created and printed labels for new plants received
- Conducted counts for end of the year inventory audit
- Used Micro Soft Access program to manage data base for the WIP department
- Calculated and tracked inventory for several different departments (ie: raw materials, supplies,

Finished goods, ECT3

Education

- GED