

TRESSIA LYNN BOWMAN

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Professional Summary

Respected and dedicated professional with experience providing internal employee development, team effectiveness and leadership development consulting to all levels of an organization. Ability to manage multiple priorities, also a fast learner, outstanding, and driven to provide excellent support to professional team.

Skills & Qualifications

- People skills with ability to actively listen, empathize, and effectively and professionally handle challenging internal and external customers
 - Detail-oriented with the ability to enter information accurately on paper and into electronic systems
 - Excellent interpersonal and relationship building skills with the ability to influence all levels
 - Ability to produce positive results with a strong sense of urgency and ability to multi-task
 - Implement measures necessary to resolve problems and to communicate a response orally or in written form to the inquirer.
 - Excellent project management skills as well as great interpersonal and presentational skills
 - Professional knowledge to make sound decisions and perform the job without supervision
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Professional Experience

Caterpillar

2022 – Present

Assembler

- Performed material handling functions in the receiving process including storing, moving, packing, and shipping of parts, materials, equipment, and supplies.
 - Performed work from a variety of source documents to verify quantities, count parts, fill orders, etc.
 - Performed related and/or specialized clerical duties and resolves discrepancies as required.
 - Utilized mobile equipment including forklifts, dock stockers, reach trucks, order pickers, tuggers, or stock chasers to facilitate job functions.
 - Performed and conducted inventory counts of machines and work tools on a bi-monthly basis.
 - Performed the functions necessary to reconcile all inventory grief including on-hand overages and underages, supplier discrepancies, operations return grief, receipt grief, shipment errors and posting tags.
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Georgia Pacific Paper Mill

2010 - 2021

Operator Technician

- Operated lumber production equipment on 4 different machine centers.
- Performed minor repairs to ensure machine reliability and escalating machine maintenance needs appropriately.
- Performed preventative maintenance, operator basic care and general machine troubleshooting.
- Performed Cleaning as required according to TMS Standard Operating Procedure 1.01 and as directed by the First operator.

Dryer Feeder

- Performed all tasks required to make-ready the job according to the production schedule.
- Thoroughly read all special instructions and applicable specifications prior to running the job.
- Maintained the feeder during production and assist with related tasks.
- Provided feedback to the crew lead or supervisor with concerning the equipment or jobs running.
- Adjusted feeder to achieve maximum production during the running of the press.
- Understand the controls of the feeder console and auxiliary controls for the operating systems.
- Removed loaded skids of material and replaces with empty skid.
- Inspected product throughout the shift and notifies the mechanic or shift production supervisor of any quality defects.
- Responsible for keeping work area and machinery clean and safe.

Academic Credentials

**Pulaski Technical College
Nursing – 2009 -2010**

**UAM- CTC, Crossett AR
Diploma Administrative Information Processing 2002 - 2003**

References and Supporting Documentation Furnished upon Request