

## Lisa Hurd

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### EMPLOYMENT HISTORY


#### **Shipping/Receiving**

Harper Trucks Inc. 

March, 2014 —

- Pull and package parts to be shipped daily according to sales orders
- Prepare shipping labels via UPS/FedEx Ground
- Input end of day data according to Bills of Lading shipped daily
- Run end of day reports.

#### **Office**

Century Instruments 

July, 2010 — March, 2013 (2 years 8 months)

- Received and wrote work orders for incoming parts to be repaired
- Data entry of repairs to be performed
- Once parts were repaired packaged them to be shipped
- Prepared shipping labels via UPS


#### **Office**

Imaging Office Solutions 

December, 2008 — July, 2009 (7 months)

- Prepared to documents to be scanned to disk
- Proof read them for errors
- scanned them to disk.

## **Shipping/Receiving**

Harper Trucks 

May, 2008 — August, 2008 (3 months)

- Pull and package parts to be shipped daily according to sales orders
- Prepare shipping labels via UPS/FedEx Ground
- Input end of day data according to Bills of Lading shipped daily
- Run end of day reports.

## **Assembler**

Electromech Technologies 

August, 2006 — January, 2008 (1 year 5 months)

- Assembled aircraft parts according to blue prints
- Once they passed inspection, sealed them to be painted.

## **Office**

Harper Trucks 

October, 2001 — August, 2006 (4 years 10 months)

- Data entry of orders to received daily
- Pulled orders and prepared paperwork for orders pulled to be shipped
- Data entry of orders shipped daily for end of day invoicing
- Ran end of day reports for orders shipped daily.

## EDUCATION

### **Wichita West High**

Required, Required

August, 1982 — May, 1985

Degree date: 1985