

Cindy Farrow

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Inventory Coordinator, Receiving Clerk, Quality Control, Assembler, Set up and Machine Operator, and Production Operator

WORK EXPERIENCE

Inventory Control Specialist

Caterpillar Logistics - Newberry, SC - December 2011 to October 2013

Responsibilities

Each day while on the job I ordered parts using a hand scanner or computer for the entire building, delivered parts to the correct locations, reduced inventory, assisted material planners with setting up new locations, counted freight on dock, performed line counts, attached correct bill of lading with packing list, documented freight that arrived on the dock, uploaded freight bills, created multiple spreadsheets, and entered data into the computer daily.

Accomplishments

I learned multiple jobs throughout two plants. I was able to assist anyone with locating parts with or without locations. Verifying material that arrived. Very knowledgeable with SAP. I was able to track freight and work closely with material planners and analyst with receiving material. I also had the ability to use other resources to reduce inventory and gather information from various spreadsheets in a timely manner.

Skills Used

I demonstrated leadership skills, the ability to work as a individual and as a team player. I demonstrated enough knowledge to train others and assist others with various projects in multiple areas.

Consolidator/Packer/Labeler

Grainger - Fountain Inn, SC - April 2009 to December 2011

Scan and consolidate orders into one LP, verify order numbers match product numbers, pack product, place packed product on conveyor belt, match and place shipping labels on box, insert packing slips and air pillows in box, run box through taper machine to be loaded onto truck for shipping.

Direct Support Personnel

CareFocus - Fountain Inn, SC - March 2008 to April 2009

Assist individuals with daily living necessities. Transport individuals to work shop, doctor appointments, and outings. Complete accountability form every fifteen minutes. Be accountable for their actions at all times. Complete daily paperwork.

Machine Operator

Timken - Clinton, SC - June 1999 to May 2007

Automatic machine operator, manual machine operator, inspector, packer, Set up and operator of FB machines, quality auditor, performed bearing checks using ring gauges, spin blocks, and spin test machines. Performed machine checks and documented results with use of calipers. Documented actual production and production goals hourly.

EDUCATION

Clinton High School - Clinton, SC

Business Administration

Strayer University - Greenville, SC

ADDITIONAL INFORMATION

10 years+ of manufacturing experience-hands on machine operator, quality assurance, and troubleshooting

Proven ability to ship and receive product accurately.

Team building/Leadership skills: Team Player, with positive attitude, results driven with excellent interpersonal skills.

Computer Skills-Proficient with Microsoft, SAP, and MTS.