

Kathleen A. Perfect

Experience:

7/17-present

Target Distribution

Warehouse person

- Back-up Clerical, (Mar.18-April 19) . Matching trailer documents to the freight balanced counts. Entering them in for corporate, and scanning them off daily. Also doing all daily, weekly and monthly reports as needed. Tracking in coming and out going trailer on yard and making sure they are worked or sent downstream in the appropriate time frame. Misc. other duties as needed.
- Outbound/inbound freight shipper, meeting time lines as per warehouse needs. Reject line worker, researching miss directed freight. Relabel and sort it to either dock or back to shelf. Using RC, Tugger, Clamp, and Chariot.

7/16-7/17

Michael's Distribution Center

Outbound Order Picker

- Scan, Pull and Label orders to the conveyor, for outbound shipping. Keep a work level of 250+ per hour.

5/15-6/16

NAPA/Dynaparts

Warehouse stocker/puller

- Receiving in coming freight, stock to shelves, and pull orders for 30 stores. Do monthly warehouse inventory. Scan and stock miss orders. Input billing for pulls to the stores.

9/2/2014-5/1/2015

Mineral Park Mine, Inc./Origin Mine

Warehouse person/Laborer

- Shipping/Receiving from all vendors to the mine. Distribute parts to appropriate area though out the facility. Log billing, to assure payment

in a timely manner. Answer calls looking for parts from different facilities though out the mine. Stock shelves and general cleaning and painting.

3/2012-10/13

Sunrise Equipment, John Deere

Parts Counter Sales

- Shipping/Receiving of John Deere and other vendor parts, and billing to our clients. Waiting on clients as they come to the counter, and pulling what they need from shelves. Assist with reception duties, receipt payments, answer phone, etc.

10/00-11/2011

State of Alaska, Department of Revenue

Administrative Clerk III, Child Support

- Assist in the process of initiating documents for the establishment of paternity and child support order; enforcement of support and medical support orders; sending notifications to other states child support agencies concerning the location of parents, employers and financial institutions; requesting additional information from other states child support agencies as required; reviewing, updating and processing incoming mail; updating case information and monitoring case files to and from agency. Entering and tracking these case actions into our on-line computer system.
- Assist the accounting department with receipting checks received by the division; assist with office payroll processing by reviewing the division's timesheets and leave slips to ensure leave was recorded correctly.

10/98-10/00

Northrim Bank

Customer Service/ACH

- Screen incoming service calls and perform various customer service related duties according to Northrim customer service standards; perform maintenance to deposit accounts and SQN system according to established procedures.
- Balance bank ATMs, of which there were 14, balancing cash withdrawals, and customer deposits using data provided by Loomis. Responsible for balancing the Visa Check Card and ATM card

reporting from M&I, researching any outages and performing corrections and researching disputes on ATM/Visa Debit cards.

- Provided department backup in both Card Management and ACH inbound/outbound processing.

Education: 1982-1983 Muskegon Community College, Muskegon, MI
Office clerical (typing (35-45), 10-key(175 kyst/minute), Accounting,
Business Math

1999 CompUSA,	Microsoft Word
2000 UAA	Introduction to Excel
2000 State	Writing with a Purpose Part I
2005 State	Valuing Diversity
2008 CompuCom	Intermediate Excel
2008 State	Interpersonal Skills

Notary for State of Alaska 12/2001-11/2011

References:

Roger Swanson, Executive Director Ticketmaster Cell. 763-412-6130

Jeanette Eaton, Retired State of AK, 907-688-0789

Evelyn Langley, Union Stewart, State of AK, 907-269-6900