

Kayleena Bushnell

loraina4ya@hotmail.com • (360) 520-4394

Onalaska, WA

Administrative Specialist

My mission is to provide exceptional administrative support that enhances operational efficiency and contributes to the organization's success. I aim to leverage my skills in organization, communication, and problem-solving to streamline processes, manage tasks effectively, and foster a positive work environment. Committed to professionalism and attention to detail, I strive to serve as a reliable resource for my team, facilitating smooth operations and promoting productivity. My goal is to continually improve processes and systems to support the organization's objectives and create a positive impact.

Education

Associate of Applied Science-
Surgical Technology, Cambridge
College, Aurora CO

High School Diploma
Adna High School, Adna WA

Skills

Windows OS
Office 365
Adobe
Android
Google Workspace
Spreadsheets
CRM Software
Customer Service
Team Management
Processing

Attributes

Punctual
Dependable
Honest and trustworthy
Proficient problem-solving
Self-sufficient
Professional
Organized
Multitasking

Career Experience

Inventory Control Specialist, McCallum Rock Drilling, Chehalis, WA **2022 – 2023**
Responsible for comprehensively managing business-critical materials, including those containing hazardous chemicals. My duties encompassed meticulous tracking, documentation, and auditing of all inventory movements, focusing on accuracy and regulatory compliance. I implemented and maintained safety protocols for handling hazardous materials, ensuring staff safety and environmental compliance. I also liaised with procurement, logistics, and production departments to facilitate smooth material flow, minimize downtime, and prevent stockouts through effective demand forecasting and reorder schedules. My role demanded keen attention to detail, robust organizational skills, and a steadfast commitment to safety and regulatory adherence.

Dairy Hand Worker, Til Tom Dairy, Onalaska, WA **2021 - 2022**
Performed a wide range of tasks related to animal care and farm operations. I was directly involved in daily animal care duties, including milking cows, feeding, and maintaining cleanliness in feeding and bedding areas. In addition, I operated various types of machinery for tasks such as milking, feeding, and hauling haylage. Fieldwork duties were also a significant part of my role, requiring proficiency in handling multiple pieces of equipment and understanding agricultural practices. My role demanded a strong work ethic, physical stamina, and a commitment to animal welfare and efficient farm operations.

Surgical Assistant, Laser and Surgery Center, Lacey, WA **2006 - 2020**
Ensure the seamless execution of surgical procedures by managing surgical instruments and maintaining a sterile operating environment. My responsibilities included preparing and organizing surgical instruments before procedures, promptly providing the surgical team with the necessary tools during operations, and ensuring the correct count of devices before and after surgery. I was also tasked with cleaning and sterilizing the operating room and surgical instruments post-surgery, adhering to strict infection control standards. My role required high precision, quick response times, and a deep understanding of surgical procedures and sterilization techniques, all of which contributed to the overall success and safety of surgical operations.

References

Michael Einman, McCallum Rock Drilling, Sys Admin (360) 589-1654
Steve Nikander, McCallum Rock Drilling, Mag Supervisor (360) 324-8042
Jamee Young, McCallum Rock Drilling, Admin (360) 481-3394
Jim Kinsman, Til Tom Dairy, Owner (360) 880-5019