**Tiffany Lee**

Chehalis WA

Tiffany0870@gmail.com

Tel: 360-827-2882

**SKILLS:**

* Loading and Unloading
* Material Handling and Transport
* Supply Ordering
* Damage reports
* Warehouse Operation
* Picking and Packing
* Shipment Palletization
* Data Entry
* Customer Service
* Type 50+ WPM
* Microsoft Program (Excel, Word, Spreadsheets)

**EMPLOYMENT:**

**Lineage logistics - Centralia - Warehouse Generalist SR. 03/2016 - 10-2022**

**Job Duties:** Received company products and stored products in correct racking. Used Microsoft software program (Word, Excel, Spreadsheets) to track and accommodate customer requests of product. Provided in person customer services. Checked-in drivers by purchase order or load number. Worked directly with truck drivers on loading their trailers. Identifying products through reading, interpreting and scanning or manually inputting pallet identification numbers. Company pallet jack and high reach forklift certified. (Used WMS 1.5, RF Scanner.)

**Michael’s Distribution Center – Centralia - Lumper 10/2011 - 12/2011**

**Job Duties**: Received, unloaded and distributed pallets of goods to the appropriate departments. Sorted product by store distribution center. Threw cases on conveyer belt to be loaded into the trailers. Scanned store orders for pickup.

**Roadlink/ Fred Meyer Warehouse Chehalis –Lumper 10/2008 – 07/2011**

**Job Duties**: Unloaded trailers of product on conveyer belt to distribute throughout different store. Floating lead worker for Put to Light. Unloaded bins of product by scanning into system and waiting for zones to light up to distribute product.. Sorted product by Sku numbers to be sent to correct departments. Received product from the trucks. Unloaded on conveyer belt, stacked product on proper pallets and wrapped pallets for loading onto outbound trailers to ship to designated stores. Company certified in electric Pallet jack, and forklift.

**Seasons Motel- Morton WA – Housekeeper**  **07/2008 – 10/2008**

**Job Duties:** Responsible for cleaning and sanitizing motel rooms, restroom, and counters. Vacuum and swept floors/rugs. Make beds and change linen. Replenished toiletries and towel. Assisted in laundry department when needed.

**EDUCATION:**

HS Diploma – White Pass Jr/SR High – Randle WA