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bbull@tutamail.com

## **EDUCATION**

Chicopee High School  
2007 - 2011

Springfield Technical  
Community College -  
General Studies,  
2011 – 2012

## **PROFILE**

Motivated professional who's had opportunities to work in a variety of work environments. These experiences have enabled me with the abilities to effectively overcome obstacles and bring a unique set of skills to any team.

## **EXPERIENCE**

**Cashier**, Country Trading Post, Chicopee, MA 08/01/2012 - 05/05/2016

Duties involve food and coffee preparation, customer interaction, operating and balancing a cash register, operating a lottery terminal, sweeping and mopping the store floor, cleaning out coffee air pots, and recording lottery ticket inventory.

**Puller**, TLA Pulling East Windsor, CT 11/07/2018 - 05/26/2019

TLA stages vehicles for auto carriers. Responsibilities of a puller are to stage vehicles in parking according to their load, jumping dead vehicles, and following yard driving safety protocols.

**Warehouse Associate**, Dollar Tree Distribution Center Windsor, CT

05/26/2019 - 08/26/2022

While employed as warehouse associate I've cross-trained in departments of receiving, outbound and shipping. When department requires more staffing, I'm able to help because of my experience. Most recently I've been operating an electric pallet jack in receiving, tasked with moving inbound pallets to storage racks to be put away.

**Dock Worker**, XPO Logistics Chicopee, MA

08/22/2022 – 07/31/2023

At XPO's service center, my duties have included loading and unloading freight from trailers both inbound and outbound. The freight XPO transports can be potentially dangerous and it's weight often requires the use of forklifts so specific training is required to perform the duties of the position.

**Administrative Assistant**, Incorporated Industries, LLC Bloomfield, CT

07/18/2023- 02/19/2024

Duties of my position included retail sales, creating estimates, invoices, and receipts in QuickBooks. Maintaining accurate filing of hard copies of records, filing of vendor invoices and amortizing loans to calculate business assets. Other duties included material delivery with a dump truck and operating the backhoe in compliance with yard safety regulations.

## **TRAINING & CERTIFICATIONS**

Forklift Operator Certification

Hazardous Materials Training

Hazardous Communications Training

Spill Procedure Training

Backhoe training and operation

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