

Autumn Brott

Vandalia, MO 63382

autumnsutton30@gmail.com

+1 573 470 5097

Authorized to work in the US for any employer

Work Experience

Production inspector

SPARTAN LIGHT METAL PRODUCTS - Mexico, MO

April 2021 to Present

Inspected parts coming off the line to send out to customers. Also gauged parts to make sure they were in the right measurements

Tax Professional

H&R Block - Mexico, MO

December 2020 to Present

As a tax pro I prepare tax returns to submit to the IRS and help clients with any questions or needs they may have.

Production line worker

True Manufacturing - Bowling Green, MO

November 2018 to April 2020

I learned many different assembly jobs, very fast at learning new positions. I dry-iced(used the ice blaster) cleaned doors and countertops. I made doors and evap covers.

Office Assistant/Receptionist

We/Wil Transport - Mexico, MO

May 2018 to November 2018

For this position, I made sure all filing was in order, and all our drivers knew where to go and when. I also handled our billing to and from logisticare.

Manager

Dollar General - Vandalia, MO

October 2017 to May 2018

As a manager I was responsible for all of the money at the end of the night. I was to make sure all assigned jobs were done by the end of they day. I took care of all the customers needs and questions that they may have had.

Waitress/Manager

Pizza Hut - Vandalia, MO

April 2015 to June 2017

My first year I was a waitress, I took orders, handled the cash register, I helped the customers as much as I could. I had cleaning responsibilities every night. As a manager I was to accommodate to the customers needs. I handled all the money. I also made sure everyone's jobs were done at the end of the day.

Education

College Degree in Criminal psychology

Southern New Hampshire University

May 2022 to Present

High school or equivalent

Van-Far Jr./Sr. High School - Vandalia, MO

August 2014 to May 2017

Skills

- Customer Service
- Assembly
- Manufacturing
- Cleaning Experience
- Microsoft Word
- Tax Experience