

OPERATIONS MANAGER

Career Focus

To flourish in a challenging competitive environment that utilizes my team building skills while allowing me the opportunity to grow.

Summary of Skills

Microsoft Office (Word, Excel, PowerPoint, and Access) & Visio

Professional Experience

02/2014 to Current

Operations Manager Aimbridge Hospitality

- Certified in; Forklift, Reach Truck, Clamp Forklift, and Pallet Rider as Trainer.
- Team Building.
- Leadership Training.
- Electrical Circuitry.
- Network Fundamentals ADDITIONAL SKILLS.
- Very highly motivated and able to motivate others.
- Able to multitask and work very well under pressure.
- Extremely proficient in oral and written communication skills.

07/2011 to 02/2015

Field Tech/ Warehouse Associate/ Warehouse Lead/ Warehouse Supervisor/ Inventory Lead United Data Technologies

- Supervise and assist in daily warehouse and shipping areas including: Filling and shipping customer orders, satisfying internal shipping requirements, ensuring accuracy of shipments and supporting documentation, receiving incoming material and routing to appropriate area or personnel, filling work orders from production, packaging assemblies and receiving into finished goods, ensuring inventory transactions are accurately logged and overseeing cycle counts and reconciliation activities.
- Developing and maintaining departmental work instructions for all tasks.
- Establishing or adjusting work procedures to meet warehouse demands as dictated by production schedules and work flow.
- Recommending measures to improve quality of service, increasing efficiency of department and work crew and equipment performance.
- Confering with other supervisors to coordinate activities of individual departments and serving internal customers.

06/2009 to 06/2011

Store Clerk/ Donation Attendant/ Textile Supervisor Goodwill Rappahannock

- Managed stock levels and made key decisions about stock control.
- Managed and motivated a team to increase sales and ensure efficiency.
- Kept a record of sales figures for data analysis.
- Responded to customer complaints and comments and resolved health safety, legal, and security issues.
- Updated colleagues on business performance, new initiatives and other pertinent issues.
- Toured the sales floor regularly, talking to colleagues and customers, and identifying or resolving urgent issues.

03/2006 to 02/2009

Order Selector/ Lead/ Delivery Driver Dade Paper Company

- Read production schedule, customer order, work order, shipping order, or requisition to determine items to be moved, gathered, or distributed.
- Records amounts of materials or items received or distributed.
- Weighs or counts items for distribution within plant to ensure conformance to company standards.
- Utilize computers to input records in addition to compiling worksheets or tickets from customer specifications.
- Drive trucks to transport stored items from warehouse to plant or to pick up items from several locations for shipment.
- Assembled customer orders from stock and placed orders on pallets or shelves, or conveyed orders to packing station or shipping department.
- Completed requisition forms to order supplies from other plant departments, prepared parcels for mailing, and maintain inventory records.

Education

June 24, 2012

Associates of Science : Electronic Computer Technology DeVry University Electronic Computer Technology

April 2017

Bachelors of Arts : Technical Management Technical Management

Skills

accounts receivable, AR, Billing, oral, data analysis, documentation, Filling, Forklift, forms, maintain inventory, inventory, invoicing, Team Building, Leadership Training, legal, mailing, materials, Access, Excel, Microsoft Office, PowerPoint, Word, Network, packaging, personnel, pick, processes, quality, Read, receiving, reporting, routing, safety, sales, shipping, statistical analysis, stock control, Trainer, Visio, written communication skills