

# Patricia Read

## Team Lead

Rockford, MI

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To grow an exciting career and to assist & enhance the customer/client experience, while leading others through technology in a team environment.

## WORK EXPERIENCE

### Team Lead

Gill Industries - Grand Rapids, MI - April 2012 to January 2015

Prioritized orders allowing inventory to be verified and forecasted, insuring timely and efficient customer satisfaction.

- Identify and edited materials for daily use, as to administer per customer/vendor orders.
- Motivate through demonstration of leadership to operators, in gaining production quotas, helping enhance teamwork.
- Assuring payroll through ADP, approving time off and use of vacation
- Materiel handling
- Reporting daily production, what part that had ran on what machine and the amount of man hours it took to do so. (calculating the ratio)

### Single Line Customer Specialist

Notions Marketing - Grand Rapids, MI - April 2006 to August 2011

Balancing Inventory

- Implemented a computer systems program to assist in the organization and expedition of a more stream-lined client database.
- Fulfill internet orders