

# ANGELA MOLL

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1153 Gallows Rd -, Gretna, VA 24557 • Home: (434)324-7829 • Cell: 43422127 • almanzaangela49@yahoo.com

## Professional Summary

Detail Oriented and highly efficient Inventory and Distribution professional with experience in a warehouse pick/pack fulfillments. Distribution environment utilizing RF systems. Known for quality of work, attention to detail, commitment to safety. Building relationships and exceeding customer expectations. Experience working with machinery and certified to operate forklifts. Prior to this with the same company, I worked in the manufacturing for 8 months where I got experience reviewing work orders and running several different machines simultaneously. In those few months, I became a Machine Operator with positive attitude and a commitment to safety, quality and customer service. I learned to preform checks on the product when required and to ensure the paperwork pertaining to thus said checks was filled correctly. One of my main responsibilities was to keep my work area clean and confirm the veracity of my paperwork. I have the ability to work well with others or individually.

## Skills

- Material handling expert
- Assembly line production
- Exceptional organizational skills
- Interpersonal skills
- Extremely quick learner
- Numerical controls understanding
- OSHA standards
- Forklift operation
- Quality assurance
- Quality inspection
- Troubleshooting
- Deadline-driven
- Material handling
- Hard working and self-motivated
- Inventory management
- Organized
- Safe driver
- Safe driver
- Fast learner
- Deadline-driven
- Material inventory skill
- Flexible schedule
- Shipping and receiving
- Palletizer knowledge
- Shipping and receiving

## Work History

**Warehouse Operator**, 12/2007 to Current

**Abbott Labortaries** – Altavista, VA

- Selected products for specific customers according to pick sheets.
- Also Unloaded, picked, staged and loaded products for shipping, and received incoming shipments and reviewed contents against purchase order for accuracy. Our stock was to be rotated by code and receiving date. Transported goods from racks via forklift, and worked at a rapid pace to meet tight deadlines.
- Detail-oriented and highly efficient Inventory and Distribution Professional with experience in a warehouse pick/pack fulfillment and distribution environment utilizing RF systems.
- Known for quality of work, commitment to safety, and ability to manage multiple priorities while consistently meeting deadlines.
- Effective at building relationships and exceeding customer expectations.
- Experience working with machinery and certified to operate forklifts.

- Verified and recorded the count and condition of cargo received when unloading inbound trailers. Operated powered lift trucks, floor sweepers, pallet jacks and forklifts s.
- Loaded and unloaded pieces into boxes for shipment.
- Moved freight, stock and other materials to and from storage and production areas and loading docks.
- Received, stored and shipped goods and materials.
- Reported all equipment failures and malfunctions to supervisor.
- Cleaned and maintained the warehouse in compliance with OSHA safety standards.
- Tracked time spent on assignments each day for productivity reporting.
- Stocked, staged and transported goods.
- Verified computations against physical count of stock.
- Picked up incoming stock and delivered materials to designated locations.
- Operated forklifts and other heavy machinery safely.
- Divided cargo received by account number and intended location.
- Stacked and stored pallets at the end of the shift to keep warehouse clean and organized.
- Operated PC and RF-based computer systems with a high level of accuracy.
- Swept floors and stored equipment at the end of each shift.
- Recorded numbers of units handled and moved using daily production sheets and work tickets.
- Attached identifying tags to containers.

**Machine Operator**, 04/2007 to 12/2007

**Manpower/ Abbott Laboratories** – Altavista, VA

- I assisted co-workers with changing equipment over to new product. I helped achieve the company goals by supporting production workers. Started machine operations by inserting control instructions into control units. Inspecting finished products for quality and adherence to customer specifications was mandatory, no one wants to buy something defective. I monitored and adjusted production processes or equipment for quality and productivity and filling out the paper work to confirm that all the machines were running appropriately and according to schedule. I also adhered to all applicable regulations, policies and procedures for health, safety and environmental compliance. I assisted with the start up and shut down of processing equipment and cleaning every piece of equipment thoroughly in between runnings.
- Used item numbers to properly stock warehouse.

**CNA**, 03/2006 to 04/2007

**Gretna Medical Center** – Gretna, VA

- I specialized in geriatric care.
- Assisted many patients with eating, bathing, etc.
- I also recorded patients' medical history, vital statistics and test results in medical records on a daily basis.
- I performed all tasks with a patient-centered focus while seeking opportunities for improvement of processes and treatments.
- For our skilled patients I assisted with healing and recovery after surgery ( examples

**CNA**, 03/2001 to 07/2004

**Avante** – Lynchburg, VA

- I performed all tasks with a patient-centered focus while seeking opportunities for improvement of processes and treatments. Also I provided behavioral/emotional support and supervision for those with dementia and Alzheimer's, being as that I specialized in geriatric care. I have assisted patients with multiple chronic diagnoses including COPD and asthma. I am qualified to take and recorded patients' temperature, pulse and blood pressure.
- At one time I had 30 patients per shift to over see.
- I always provided quality nursing care in accordance with resident care policies and procedures.
- I Worked as part of team to ensure proper care of body mechanics and safety of patient and assisted in maintaining patient charts and confidential files.
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**Machine Operator/Contract Employee**, 04/2007 to 12/2007

**Manpower** – Altavista, VA

- Oversaw the production process and managed the production schedule.
- Prepared and maintained production reports and personnel records.
- Reviewed processing schedules and production orders concerning inventory requirements, staffing requirements, work procedures and duty assignments, considering budgetary limitations and time

constraints.

- Set and monitored product standards, examining samples of raw products and processing tests, to ensure the quality of all finished products.
- Made sure that products were produced on time and are of good quality.
- Monitored product standards and quality-control programs.
- Ensured that all health and safety guidelines were followed.
- Responsible for achieving production requirements.
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## **Education**

**Certified Nursing Assistant:** Nursing, 2001

**Autum Care** - Alltavista, VA