

Alexis Oneil

Austin, TX 78748

alexisoneil98_d57@indeedemail.com

+1 765 994 7892

Experienced professional seeking for job

Authorized to work in the US for any employer

Work Experience

Supply Chain Tech

Heart Hospital of Austin - Austin, TX

May 2023 to Present

Receive all supplies

Stock supply rooms

Order supplies that are needed

Cycle counting

Checking expiration dates

Warehouse Shipping and Receiving Supervisor

Osborn International - Richmond, IN

April 2021 to February 2023

1. Supervise 20+ employees
2. Interview for future employee
3. Leader of continuous improvements within the department
4. Meet with HR on how to make employees feel appreciated and how we can make working at Osborn enjoyable
5. Supervise shipments coming and going out daily

Distribution Clerk

Osborn International - Richmond, IN

April 2019 to February 2023

April 2019- June 2020

- Made BOL for drivers
- Billed out all orders that went out for that day.
- Called in trucks for pick ups
- Backup for shipping coordinator
- Printed orders that needed to go out that day
- Worked with SAP
- Made labels for ups and fed ex shipments
- Worked with LTL

Receiving And Inventory Control June 2020- April 2021

- Receive in everything that comes into the factory
- Receive in everything that is made in the factory
- Control inventory
- Cycle count all parts to make sure inventory was right
- Help in all areas of the distribution center
- Scheduling and processing orders for Amazon
- Investigate when customer does not receive enough or the right parts.
- Stepping in whenever someone doesn't show up.

Housekeeping Supervisor

Holiday Inn - Richmond, IN

October 2016 to April 2019

Check rooms to make sure they are guest ready.

- Making sure all inventory items are stocked.
- Scheduling (making sure every day was covered with the appropriate amount of employees)
- Clean rooms

Education

High school diploma in N/A

Hagerstown Jr-Sr High School - Hagerstown, IN

August 2013 to May 2016

Skills

- Forklift
- Materials Handling
- Order Picking
- SAP
- Shipping & Receiving
- Reach Truck
- Logistics
- Warehouse Experience
- Microsoft Word
- Order Picker
- Freight Experience
- Packaging
- Pallet Jack
- Inventory Control
- Management Experience (2 years)
- Cleaning Experience (3 years)
- Billing (2 years)
- Warehouse Supervisor Experience

- RF Scanner
- Warehouse Management
- Supply Chain

Certifications and Licenses

Forklift Certified

August 2019 to Present

Additional Information

First aid and CPR certified