

Ali Lillard

**115 Christina Landing Dr
Wilmington DE.
Phone: 470-696-2888
Email: tripptlmg@gmail.com**

Core Competencies:

- Excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals
- Resourceful and accomplished with extensive office operations and personnel organization expertise
- Adept at online mediums, video conferencing and social media platforms
- Skillful in operating automotive and office equipment
- Adept at analyzing problems in order to identify pertinent fact in data oriented manner to create resolutions

Highlights:

- Meticulous Attention to Detail
- Microsoft Office Proficient
- Results-Oriented and Resourceful
- Works with minimal supervision
- Strong Problem Solver
- Professional team player
- Time Management
- Safety minded
- Interpersonal skills
- Leadership
- Communication
- Active listener
- Customer service
- Organization
- Teamwork
- Adaptability
- Personable

EXPERIENCE:

Defense Commissary Agency (DeCA) Osan Central Distribution Center Materials Handler (WG-05)

Osan Air Base, Republic of Korea

Salary: 38,080.00 USD Per Year

40 hours/week

14 May 2020- 15 May 2012

- Regularly operates a forklift/auto selector, and pallet jacks to assist in unloading trucks and loading delivery trucks
- Organize and arrange stock on shelves in an orderly manner, by commodity, brand, size, and rotates stock on a daily basis
- Receives, stores, replenishes, relocates, moves and handles products in the warehouse using material handling equipment
- Maintains inventory by identifying, labeling and placing products in stock; records location of product in primary and reserve locations
- Prepares products in stock for shipment by identifying, pulling, packing and verifying products on the pull sheet orders
- Reports and maintains material-handling equipment conditions to the Warehouse Supervisor
- Responsible for loading and unloading incoming and outgoing shipments
- Responsible for counting and identifying received products and securing products in the staging area for inventory
- Responsible for breaking down pallets, identifying expired and damaged products and stocks products to their designated areas
- Rotates stock based on oldest to newest expiration dates using FIFO method
- Assists and support Materials Handler Leaders and Accounting Personnel when needed
- Performs MHE (Material Handling Equipment) checks. Signs 30-105 operational certification and reports deficiencies
- Work hand in hand with inventory specialists to access none in stock rate.
- Assist transportation manager.

Lowe's Home Improvement Receiving Clerk/Team Leader/Safety Coordinator

Atlanta, Georgia , U.S.A

Salary: 27,112

39-40 hours/week

01 Nov 2014-15 Oct 2018

- Received, identified, marked and placed materials sent to the warehouse in their designated location
- Processed requisitions for supplies; prepared merchandise for customers
- Validated merchandise being moved in and out of store, verified destinations for delivery; prepared packages for pick-up and shipping according to established procedures.
- Conducted Interviews, maintained confidentiality on a variety of records, files, and reports
- Maintained records of stock and order supplies as necessary, analyzed problems with stock
- Operated warehouse equipment and vehicles; utilized a variety of hand tools as required, for example

Atlanta Health and Injury Administrative Office Manager

Atlanta, Georgia, U.S.A

Salary: 25,027

40 hours/week

10 Oct 2013-12 Sep 2014

- Coordinated all department functions for team of 5 employees in order to create a plan to effectively perform duties
- Verified and logged in deadlines for responding to daily inquiries. Maintained detailed administrative and procedural processes to improve accuracy and efficiency
- Managed medical supply inventory, insurance records, patient charts and company files using an online tracking

- system.
- Contact insurance providers to verify correct insurance information and get authorization for proper billing.
- Created databases and spreadsheets to improve inventory management and reporting accuracy
- Processed patients claims, appeals patient billing, coding and charting, communicated organization procedures in a clear and factual manner

Nestle
Sanitation Technician Trainer/Supervisor
Cleveland, Ohio , U.S.A

Salary: 29,198

23-32 hours/week

18 Aug 1999-24 Oct 2003

- Maintained equipment, keeping machines at peak efficiency while applying basic food handling principles
- Followed daily breakdown and cleaning schedules and checked cleanliness of facility
- Cleaned and sanitized equipment on the line during all phases of operation to comply with USDA standards.
- Followed hazmat cleaning protocols in cleaning equipment and disposing of chemicals.
- Implemented all Nestle and government safety guidelines providing quality assurance
- Followed all LOTOTO (Lock Out Tag Out) housekeeping and sanitation rules and regulations and procedures
- Trained new hire on safety and cleaning procedures

Education:

- General High School Diploma 1997 Collinwood, Cleveland Ohio U.S.A
- NYC Department of Education Peer Mediator Certified

Accomplishments:

- Lowe's employee for 3 consecutive months
- Future Giants Hero Award
- Future Giants Social Media Safety and Skills Certified
- Created first Peers4Media program encompassing high school students in NYC, D.C. and V.A

Licenses:

- Certified Forklift/Order Picker/Reach Fork Truck/Counterbalance Forklift

References:

- Dennis Jones- Osan Central Distribution Center Director (dennis.jones@deca.mil)
- Glen Brandon –Osan Central Distribution Center Deputy (glen.brandon@deca.mil)
- Remedios Stake-Osan Central Distribution Center Warehouse Supervisor (remedios.stake@deca.mil)
- Kwang Yon Son-Osan Central Distribution Center Senior Leader(kwangyon.son.kr@deca.mil)
- Kenneth Browner- Osan AFB Director of Golf Facilities (Kenneth.browner@us.af.mil)