

# Angela Kepperling

Fairborn, OH 45324

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## Work Experience

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### **Receiving Clerk/Inventory Control/Forklift Operator**

IDX - Dayton, OH

August 2021 to Present

- Verifying shipments for accuracy.
- Collaborating with purchasing team to ensure accuracy with shipments.
- Maintaining ERP database and other relevant records for inventory control.
- Compare identifying information against bill of lading, invoices and orders.
- Coordination of services to maintain customer service.
- Quality control of all receivable goods and materials.
- Conglomerative problem solving.

### **Shipping & Receiving Clerk/Inventory Control/Forklift Operator**

Spectrum Brands - Vandalia, OH

January 2019 to February 2020

- Shipping and Receiving duties within strict adherence to governmental procedures both national and international.
- Purchasing and Ordering of necessary supplies/ equipment.
- Quality Control of all receivable goods and materials.
- Analytical reconciliation of orders while maintaining perceivable inventory adjustments.
- Prepare, adjust, repair, and assemble products, supplies, and equipment.
- Coordination of services to maintain customer servicing.
- Operate lifting devices such as, forklifts, lift beams with swivel-hooks, hoists, or elevating platforms, to load, unload, and stack material.

SITA, Miamisburg, Ohio

### **Shipping & Receiving Clerk/Inventory Control/Forklift Operator**

Gem City Metal Technologies - Dayton, OH

September 2018 to January 2019

- Shipping and Receiving duties within strict adherence to governmental procedures both national and international.
- Issue shipping instructions and provide routing information to ensure delivery times and locations are coordinated.
- Purchasing and Ordering of necessary supplies/ equipment.
- Quality Control of all receivable goods and materials.
- Conglomerative problem solving.
- Coordination of services to maintain customer servicing.
- Analytical reconciliation of orders while maintaining perceivable inventory adjustments.
- Complete overhaul of inventory.

## **Shipping & Receiving Clerk/Inventory Control/Forklift Operator**

Gem City Metal Technologies - Dayton, OH

September 2017 to February 2018

- Shipping and Receiving duties within strict adherence to governmental procedures.
- Intensive Inventory revitalization.
- Purchasing and Ordering of necessary supplies/ equipment.
- Quality Control of all receivable goods and materials.
- Conglomerative problem solving.
- Coordination of services to maintain customer servicing.
- Analytical reconciliation of orders while maintaining perceivable inventory adjustments.
- Complete overhaul of inventory.

## **Logistics Supervisor**

Protrans - New Carlisle, OH

March 2017 to September 2017

6 month contractual position

- Logistical routing and coordination of goods.
- Forklift operation
- Assurance of strict safety, customs and procedural policies and procedures.
- Staff supervision to maintain timely requisition of orders.
- Reorganization of facility.
- Purchasing and sustainability for business.

## **Inventory Control Analyst/ Forklift Operator**

I.F.S - Union, OH

November 2015 to February 2017

- Inspect product load for accuracy and safely move it around the warehouse or facility to ensure timely and complete delivery.
- Drive gasoline or electric powered trucks, cars, or tractors and transport materials between loading, processing, and storage areas.
- Operate lifting devices such as, forklifts, lift beams with swivel-hooks, hoists, or elevating platforms, to load, unload, and stack material.
- Perform routine maintenance on vehicles and auxiliary equipment - cleaning, lubricating, recharging batteries, fueling, and replacing liquefied gas tank.
- Fasten attachments such as, graders, plows, rollers, and winch cables to tractors using hitch pins.
- Receive and count stock items - record data manually or using a computer.
- Prepare, adjust, repair, and assemble products, supplies, and equipment.
- Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities.
- Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.
- Consult with engineers, vendors, and purchasing personnel regarding stock procurement and availability.

Kenworth, Dayton, OH

## **Warehouse Manager**

Kenworth Truck Company - Dayton, OH

June 2014 to November 2015

- Supervise the activities of workers engaged in receiving, storing, testing, and shipping products or materials.
- Interview, select, and train warehouse and supervisory personnel.
- Plan, develop, and implement warehouse safety and security programs.
- Issue shipping instructions and provide routing information to ensure delivery times and locations are coordinated.
- Review invoices, work orders, consumption reports, and demand forecasts to estimate peak delivery periods and to issue work assignments.
- Respond to customer questions and complaints
- Advise sales and billing departments on transportation charges for customer accounts.
- Develop and implement plans to for storage and distribution that emphasize technological solutions for sustainability - investment in smart or eco-friendly containers, dynamic distribution networks, and warehouse renovations.

### **Warehouse Inventory Specialist/ Forklift Operator**

Siemen's - Bellefontaine, OH

April 2006 to January 2009

- Document quantity, quality, type, weight, test result data, and value of material or product to maintain shipping, receiving, and production records.
- Communicate with customers and vendors regarding products, materials, and services.
- Compute product totals and charges for shipments.
- Collect product samples and prepare them for laboratory analysis/ testing.
- Fill orders for products and samples following order tickets.
- Examine products, materials, parts, subassemblies, and packaging for damage, defects, and shortages using specification sheets, gauges, and standard charts.
- Prepare measurement tables and conversion charts using standard formulas.
- Manually or mechanically load and unload materials from pallets, skids, platforms, cars, lifting devices, and other transport vehicles.
- Transport materials, products, and samples to processing, shipping, and storage areas.

## Education

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### **Bachelor's Degree in Political Science in Political Science/Sociology**

Wright State University - Dayton, OH

May 2012

## Skills

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- ERP Systems
- Warehouse Management
- Inventory control
- Microsoft Excel
- Manufacturing
- Warehouse experience

- Root cause analysis
- Warehouse Distribution Experience
- Inventory
- SAP

## Certifications and Licenses

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### **Forklift Certification**