

Laura Byrd

Student

Boiling Springs, SC
laurabyrd1995@yahoo.com - (864)357-1001

WORK EXPERIENCE

Module Operator

Exel Logistics - Spartanburg, SC - June 2009 to Present

Proficient in Siras, Avocado, Rlog, finalizing a pallet, re-warehousing a pallet, using a RF gun

- Responsible for verifying, inspecting, scanning, & printing labels for each item
- Exel processes returns for Wal-Mart - all product lines
- Train new hires, use computer base, following policies and procedures for all returns, complete problem resolution for problem returned products, escalate problems to supervisor for unresolved issues
- Participate in the bi-weekly safety and town hall meetings
- Participate in weekly audits, making sure items has no defects prior to shipment
- Cross-trained in different departments: overstock, recall, defective, noncon, internet, rtv and quality

Tilt Tray Packer

TFE Logistics Group - Spartanburg, SC - August 2006 to March 2008

Tilt Tray Packer

- Responsible for scanning, picking, packing and labeling of customer products
- TFE Logistics Group process items for Adidas - all product lines
- Perform scheduled inventory of all products kept in the warehouse
- Participated in the training of new hires
- Participated in the daily safety and start up meetings

Merge Operator

Dollar General Dist - Spartanburg, SC - May 2005 to August 2006

Managed the outbound flow and shipment of cases to the Dollar General Stores

- Participated in the training program that resulted in the hiring of new associates
- Cross-trained in case pack, non-conveyor, repack and shipping office
- Operated the four computers that control the merge
- Communicated with supervisors on a two-way radio concerning the flow of product to the shipping lanes, any problems with the modules, and an hourly report of the amount of freight that was shipped
- Participated in the daily start up meetings

Inspector

Cedar Hill (Milliken) - Union, SC - July 2002 to February 2005

Inspected rolls of fabric use for draperies and for the interior of cars

- Enter information into computer to get the specifics for each roll of fabric
- Checked bias on fabric to make sure the designs were positioned correctly
- Enter defects into computer by code
- Transferred to Cotton Blossom (Milliken) June 2004

EDUCATION

Master of Science in Computer Security Management

Strayer University - Greenville, SC

2012 to 2014

Bachelor of Science in Electronics & Communications Engineering Technology

ITT Technical Institute - Greenville, SC

December 2011

Associate of Science in Computer and Electronics Engineering Technology

ITT Technical Institute - Greenville, SC

June 2008

ADDITIONAL INFORMATION

Electronic Skills

- Built circuits based on schematic designs
- Inspected motherboard for damage to components
- Identify electronic components and their schematic symbols
- Determine resistor and capacitor value by codes
- Determine voltage, current, resistance and power using Ohm's law
- Analyzing, troubleshooting of DC and AC circuits
- Analyzing, troubleshooting and repairing of PC's
- Built circuits using VisSim & MultiSim software

Computer Skills

- Knowledge of applications such as Internet Explorer, MS Word, MS PowerPoint, Adobe Photoshop, desktop publishers, Windows navigation
- Retrieve and interpret system initialization
- Manage password, file attributes, etc.
- Proficient in operating systems including: MS DOS 3.0 and above, MS Windows9x
- Manage proper and efficient operation of hard disks by executing system routines
- Install, set up and configure peripheral devices
- Possess basic understanding of networking
- Proficient in data research/Internet navigation
- Customize the user interface in DOS and Windows