

# Cynthia Lester

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To obtain a challenging, yet exciting position in a company that utilizes my knowledge and skills and that allows my potential growth.

Authorized to work in the US for any employer

## Work Experience

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### **Production Team Lead 2**

CEVA Logistics

August 2020 to Present

- Provided knowledge experience and motivation support and advise to associates.
- Instructed team on proper procedures and safety equipment.
- Responsible for knowing proper procedure for team to follow and making sure they comply
- Cross Train other associates to work on other lines.

### **Warehouse Operator**

Medline Industries

February 2017 to August 2020

- Ensured organization and security of all materials in storage area.
- Maintained forklift equipment to ensure proper functioning of the equipment.
- Assisted in materials loading and unloading on platforms and lifting devices.
- Weighed materials loading and unloading on platforms and lifting devices.
- Completed forklift training annually, provided by the company.

Nestle USA

February 2011 to February 2017

- Ensured organization and security of all materials in storage area.
- Maintained forklift equipment to ensure proper functioning of the equipment.
- Assisted in materials loading and unloading on platforms and lifting devices.
- Weighed materials loading and unloading on platforms and lifting devices.
- Completed forklift training annually, provided by the company.

### **Warehouse Associate**

Cardinal Health

January 2008 to February 2011

- Received Narcotic products using Distrack System
- Stock received narcotic products using RF scanner in a timely manner.
- Released orders to be picked for shipment to customers.
- Prepare picked orders for shipments by RF scanner.

## **PDS Heart Enrollment Specialist**

November 2007 to January 2008

- Research and enter data for all new patients into company's software database.
- Follow up with customers to obtain any missing from the Client and Patient Enrollment.
- Utilize PDS Heart software to accurately enter data for processing.

## **PDS Heart Receiving Specialist**

December 2005 to November 2007

- Inspected heart monitors to ensure proper quality working order according to PDS heart database.
- Researched and reconciled inaccurate data on daily shipping log.
- Entered inventory audit data into system according to the sales representatives.
- Reported inventory discrepancies to management to generate positive results.

## Education

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### **Associates Degree in Business Administration**

Clayton State University

1985 to 1987

### **High School Diploma**

Jonesboro High School

1981 to 1985

## Skills

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- Ability to use training and job assignments to facilitate learning and communicate with others.
- Accepts personal ownership for performance commitments and goals.
- Develops practical plans and schedules for meeting goals by setting priorities.
- Works well with others to accomplish team objectives and keeps appropriate people informed of new ideas.
- RF Scanner
- Order Picker
- Materials Handling
- Warehouse Experience
- Order Picking
- Pallet Jack
- Load & Unload
- Logistics
- Freight Experience
- Assembly
- Shipping & Receiving
- Machining
- Reach Truck

