

Gretta Kinzy

Warehouse Operations Analyst

Powhatan Point, OH

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Over 10 years of experience in Logistics, Supply Chain, Procurement and Customer Service. Advance training and knowledge of Warehouse Management Systems (WMS) PeopleSoft. Advised and assisted Senior leadership teams (SLT) on equipment cataloging, editing, transaction posting, and organization of supporting documents. Over 15 years of Management and Supervisory experience. Capable of juggle multiple tasks simultaneously, and the ability to prioritize to ensure deadlines are met.

Work Experience

Housekeeping Supervisor/Inspector

Wilson lodge - Wheeling, WV

December 2019 to Present

- Works with other supervisors on establishing and drafting, training manuals, customer service programs, and policies and procedures for all tasks performed
- Performs duties in a safe manner; report any potential safety hazards to management staff
- Makes constant observation of cast member performance in all of hotel areas to assure excellent customer service levels
- Trains new cast members and provide recurrent training for existing cast members
- Completes performance evaluations in a timely manner
- Provides leadership and direction for all hotel cast members to ensure the highest level of customer service
- Controls room inventory, cashier transactions, and department coordination on a daily basis

Operator

WARREN DISTRIBUTION - Glen Dale, WV

October 2017 to December 2019

Keep up with machine production rates.

- Accurately multiply, to resolve practical problems.
- Operate a computer—PC proficiency; use spreadsheets and reporting software effectively.
- Wear/use required PPE (personal protective equipment).
- Understand written instruction and complete appropriate documentation as directed.
- Use a logical approach to troubleshooting issues and prioritizing production needs.
- Recognize problems when they occur and to work toward the solution of those problems.
- Pay attention to details and pursue quality in accomplishing work duties and tasks. Look for opportunities to reduce costs or increase productivity without reducing effectiveness.
- Handle challenges skillfully, thoroughly, and effectively.
- Effectively and professionally communicate with co-workers, team members, and internal or external customers. Present information clearly and accurately.
- Independently take advantage of opportunities to improve or increase skills, abilities and job knowledge.

- Make sure that work is delivered on time and of high quality.
- Develop good work practices in order to get the job done.
- Use equipment, resources and time in an efficient and effective manner.
- Use good judgment when making decisions.
- Perform work in a safe manner at all times.
- Work in a cooperative manner with management, co-workers, internal/external customers, and vendors

Blow molding

Warehouse Operations Analyst

SDI Inc - Bristol, PA

February 2016 to November 2017

Receive parts into inventory, verifying packing list and material and entering transactions into system
Support resolution of Match Exception errors (interacting with the internal departments as well as client and supplier representatives)

Stock parts after receipt into inventory by placing material into correct storage location, following procedures for FIFO and maintaining lot integrity

Customer service including, notifying customer after parts are received, Handling Rush orders and Customer Returns

Communicate out of stock or special needs to ensure that stock fill rates and lead times are optimized

Manage Best in Class corrective action plans

Manage Returns to Vendors

Ensure team members perform all tasks according to Standard Operating Procedures safely and effectively

Develops documentation and test plans, ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, reliability and maintainability assessment, training development, equipment issuance, and documentation analysis.

Monitor and rectify issues utilizing expedite report (open purchase orders) Ensuring timely delivery of priority orders, communicate delivery expectations to client, and Investigate and remedy errors with supply ordering

Ensure a minimal of 98% inventory accuracy, on a 9-million-dollar client spend

Storeroom Attendant

SDI Inc - Bristol, PA

December 2015 to February 2016

Receive parts into inventory, verifying packing list and material and entering transactions into system
Support resolution of Match Exception errors (interacting with the internal departments as well as client and supplier representatives)

Stock parts after receipt into inventory by placing material into correct storage location, following procedures for FIFO and maintaining lot integrity

Picking and Packing Orders

Cleaning and Organize warehouse

Office Assistant

Litman Excavating - New Martinsville, WV

August 2020

Receive parts into inventory, verifying packing list and material and entering transactions into system

Support resolution of Match Exception errors (interacting with the internal departments as well as client and supplier representatives)

Stock parts after receipt into inventory by placing material into correct storage location, following procedures for FIFO and maintaining lot integrity

Customer service including, notifying customer after parts are received, Handling Rush orders and Customer Returns

Communicate out of stock or special needs to ensure that stock fill rates and lead times are optimized

Manage Best in Class corrective action plans

Manage Returns to Vendor

Skills

- Forklift Operator, Inventory Management
- Peoplesoft, Microsoft, Rfi Scanners, forklift,
- Maintenance
- Machine Operator
- Excel
- forklift
- Inventory
- Quality Control

Assessments

Reliability — Highly Proficient

July 2019

Tendency to be dependable and come to work.

Full results: [Highly Proficient](#)

Personality: Sales Fit — Highly Proficient

September 2019

Assesses personality traits that are important for sales roles.

Full results: [Highly Proficient](#)

Personality: Hard-Working — Highly Proficient

January 2020

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: [Highly Proficient](#)

Security Guard Skills — Highly Proficient

January 2020

Assessing risks, enforcing security standards, and handling complaints.

Full results: [Highly Proficient](#)

Assistant Supervisor — Highly Proficient

September 2019

Tendency to be dependable and come to work.

Full results: [Highly Proficient](#)

Sales Fit — Highly Proficient

September 2019

Assesses personality traits that are important for sales roles.

Full results: [Highly Proficient](#)

Work Motivation — Highly Proficient

May 2020

Level of motivation and discipline applied toward work

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.