

Heidi Lyn Shavill

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OBJECTIVE

To obtain a rewarding position, within a reputable company, that demonstrates both professionalism, and reliability; by utilizing my previous experience, and vast skill set. Through a positive attitude, and my uncanny ability to motivate, and support, coworkers; I will quickly become a trustworthy, valuable asset to your company. My contagious optimism, and work ethic, make me easy to work with. I ensure my greatest effort daily, by exhibiting hard work, flexibility, and dependability, so that I may seamlessly, become a proud addition to your exceptional team.

WORK EXPERIENCE

CAPSTONE LOGISTICS

November 2017- current

- LUMPER DUTIES
- RESPONSIBLE FOR BREAKING DOWN ALL UNLOADED PALLETS
- BUILDING PALLETS WITH CORRECT ITEMS TO HELP THE RECEIVING TEAM

- WRAP ALL PALLETS AS THEY ARE REPALLETIZED.
- BE A STRONG TEAM PLAYER
- HANG IN THERE UNTIL ALL WORK IS COMPLETE

ASPEN DISTRIBUTION

July 2016 - December 2017

Medline division-

- Proficient Repack team member
- Eagerly met all challenges head on
- Initiated cross training in LUM and Receiving
- Met all pick per hour goals set for me
- Helped other team members and/or departments as needed.
- Quality assurance duties
- Precisely followed federally regulated policies regarding HIPPA
- Learned to organize and process home bound orders accurately
- Successfully trained several employees who continued to performed above average.
- Computer navigation. label generating and separating
- General warehouse cleaning duties
- Strictly adhered to any, and all, safety rules.I watched out for others safety as well.
- Received recognition for going above and beyond for all other departments within warehouse.

Core-Mark Intl. May 2014-October 2015

Operations Clerk/ Order selector

- Responsible for initiating work day for each shift/ shift meeting
- Downloading and printing all necessary production documents
- Daily use of Excel and Word
- Proficiently maneuvered through all screens of AS 400 program quickly
- Exceptional Communication among management, employees & various other departments (written & verbal)

- Motivational and morale enthusiast
- Troubleshoot several issues at a time
- Accurate dictation of emails
- Organizing the warehouse
- Answer phones and employee questions to the best of my ability. With the utmost respect and professionalism
- Cross trained on numerous production lines including those within Freezer/Cooler
- Supported entire crew
- Quality assurance
- Superseded all expectations and overcame any doubt by successfully pioneering the clerk position
- Created a functional position which previously did not exist with minimal training provided.
- Organizer of chaos extraordinaire
- Maintained my smile and superbly positive attitude
- Met all transportation requirements and expedited trucks departure significantly before driver dispatch times.
- Assigned all orders
- Manipulated all lines remotely as needed
- Learned 100+ employee names (not even management possessed this skill)
- Assigned all machinery including forklifts, pallet jacks, RF guns

Education

High School August 1988 — June 1992

Overland High School

12400 E. Jewell Ave. Aurora

Received High School Diploma

References available upon request