

# Kelly Moore

Loveland, CO 80538

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## Work Experience

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### **Inventory Control Lead**

Waterpik & Church & Dwight

January 2020 to Present

- Performing counts and ensuring all inventory is accounted for and reported according to company policy.
- Maintaining adequate inventory levels to meet customer demand.
- Investigating and correcting discrepancies in reported quantities and locations of all inventories.
- Assessing inventory output on a daily, weekly, or monthly basis to identify trends in productivity.
- Coordinating orders and deliveries.
- Performing regular inventory audits and analyses.
- Forecasting the supply and demand requirements to ensure consistent stock levels.

### **Seed Technician Lead**

Bayer Crop Science - Mason City, Illinois

August 2017 to December 2020

- Packaging Team Lead
- Foundational Pillar Lead for 5S
- Ergo committee
- ToT for forklift
- Provide timely feedback and coaching to members of my team on their performance, attitude, and training needs - as well as fulfilling all training needs.
- Ensures that new team members are trained in applicable JSAs and ensure periodic reviews with peers.
- Responsible for driving daily direction setting with the team via daily whiteboard; tracking transparent KPIs to visually demonstrate if we are winning today and what action we can take to ensure a win for tomorrow.
- Experience with using SAP
- Trained lab personnel on seed testing procedures
- Implementation of lean manufacturing processes
- Help inspect 1X fields with parent seed.

### **Team Lead, Receiving Clerk**

Precision Planting

January 2013 to August 2017

- Assemble farming equipment.
- Fulfilling orders for customers and clients
- Team lead for receiving department, confirmed orders, delegate work, and re-inform all safety procedures

- Certified for the following forklifts, stand up, Sit down, Aisle Master, and Cherry picker.
- Handling incoming and outgoing shipments, recording merchandise or materials, arranging for product transportation, and verifying the accuracy of shipment documents
- Responsible for ensuring the proper rotation of stock.
- conducted stock room maintenance.
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## Education

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Columbia Southern University  
2022 to Present

## Skills

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- Quality Control
- Technical Support
- Quality Assurance
- Product Development
- Help Desk
- Assembly
- Forklift
- Quality control
- Driving
- Customer service
- 5S
- Laboratory experience
- Quality assurance
- Leadership
- Root cause analysis
- SAP
- ERP systems
- Product development
- Six Sigma
- Manufacturing
- Help desk
- Conflict management
- Supervising experience
- CGMP
- Warehouse experience

## Certifications and Licenses

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### **Driver's License**

July 2020 to April 2025

### **Forklift Certification**

April 2020 to April 2030