

Keyana Cook

Inventory specialist, Team Leader, Order Picker, Warehouse Driver, cycle counter - SMP Automotive

Autaugaville, AL

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(334) 430-6544

#readytowork

Work Experience

Team Leader, Order Picker, Warehouse Driver, cycle counter team lead , Warehouse Specialist

SMP Automotive - Cottondale, AL

April 2018 to Present

- Manages Pick Ticket Orders.
- Pulls warehouse items from shelves based on number, size, color, quality, and quality requirement.
- Stages items correctly for delivery
- Oversees stock replenishment
- Operates scanners so that the proper order is picked and inventory is managed accurately.
- Conduct Cycle Count inventory processes to ensure accuracy and timely execution.
- Skill in SAP computer system
- SAP / Turret training specialist
- Ensure that any computerized or automated system are accurate and up to date.
- Assist in running an effect warehouse operations which is able to fulfill operational and customer demand and meet set targets.

Patient Care Technician

Huntsville Hospital - Huntsville, AL

August 2014 to May 2018

- Take and monitor vital sign.
- Observe and report any changes pertaining to patient's overall wellness.
- Measure and record food and liquid intake or urinary and fecal output.
- Assist nursing staff in administering basic treatments.
- Responded to every emergency situation according to hospital policy.

ER Patient Care Technician

Prattville Baptist Hospital - Prattville, AL

September 2016 to September 2017

- Observed and examined patients in triage.
- Performed 12 lead EKG's.
- Performed dressing changing, wound care and splinting.
- Obtained specimens for strep, influenza and urinalysis.
- Assisted EMS/ER staff with trauma/urgent care.
- Transferred patients by wheelchair or bed to rooms for admission.

- Ensured Compliance with HIPAA regulations at all times.

Certified Nursing Assistant /Activities Assistant/Staffing Coordinator

Floyd E. Tut Fann State Veterans Home - Huntsville, AL

September 2009 to December 2014

- Planned and created monthly activities calendar.
- Fulfilled staffing vacancies in advance to ensure adequate coverage for all shifts.
- Identified staff vacancies, recruited, interviewed and selected applicants.
- Decreased overtime by 30%.
- Maintained attendance records.
- Providing physical support for patients or residents with daily activities and personal hygiene, including bathing, dressing, getting out of bed, using the toilet walking, standing or exercising.
- Assisted with the planning, organizing and development of activities for patients.

Donor Screener and Phlebotomist Floor Technical

Talecris Plasma Resource - Huntsville, AL

June 2011 to May 2012

- Determined suitability of donors to undergo plasmapheresis.
- Built trust and minimized patient discomfort during phlebotomy procedures
- Ensured plasmapheresis procedure was safe and successful.
- Maintained a clean and efficient work environment.

Customer Service Representative

DIRECTV - Montgomery, AL

October 2007 to February 2009

- Managed large amounts of inbound and outbound calls in timely manner.
- Resolved call center complaints.
- Called customers for collections to resolve non-sufficient funds.
- Quickly promoted to PAL (Peer Assisted Leader).
- Trained new employees on computer data system.

CNA - Certified Nursing Assistant, activists assistant, staffing coordinator

Floyd E. Tut Fann VA Home - Huntsville, AL

August 2004 to September 2006

Education

Associate in Business Management

Colorado Technical University

February 2020 to Present

Skills

- Excel (3 years)
- Microsoft office (10+ years)
- Powerpoint (10+ years)

- Word (10+ years)
- Order Puller (2 years)
- Pallet Jack (2 years)
- Order Selector (2 years)
- Picker Packer (4 years)
- Datawarehouse (2 years)
- Logistics (2 years)
- Team Lead (1 year)
- Warehouse Associate (2 years)
- Forklift (Less than 1 year)
- Picking Packing
- Inventory Control (1 year)
- Vital Signs Experience
- Warehouse Management
- Shipping & Receiving
- Phlebotomy
- SAP
- Triage
- Phlebotomy
- SAP
- Triage
- Warehouse Management
- Warehouse Supervisor Experience
- Shipping & Receiving

Certifications and Licenses

Certified Nursing Assistant (CNA)

Driver's License

OSHA 30

February 2020 to February 2025

Forklift Certification

CPR Certification

CPR Certification

Assessments

Workplace Safety — Highly Proficient

February 2020

Using safe practices at 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.

Additional Information

COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint)