

LAICIE LACEY

CONTACT



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Loveland, CO 80538

SKILLS

- Inventory management
- Leadership
- Microsoft Office proficiency
- Multitasking
- Dependability and responsibility
- First aid and CPR
- Effective communication
- Problem solving
- Shipping logistics

PROFESSIONAL SUMMARY

Motivated professional committed to continuous learning and improvement. Demonstrates a strong work ethic and exceptional interpersonal skills. Capable of working independently and rapidly acquiring new skills.

EXPERIENCE

July 2021 - Present

Stockroom Associate III

Neotech , Longmont, CO

- Verified part numbers against packing slips before entering materials into MRB.
- Pre-packaged and securely shipped products to customers, ensuring timely delivery.
- Picked materials according to customer-specific pick lists for work orders.
- Completed daily cycle counts to maintain accurate inventory levels.
- Filled material requests from production floor to support operational needs.
- Trained stockroom employees continuously to enhance team efficiency.
- Maintained real-time communication with buyers, planners, leads, and managers across departments.
- Set up and maintained SMT feeders to support production processes.

September 2020 - April 2021

Production Assistant

Canyon Bakehouse , Johnstown, CO

- Monitored and maintained automated slicing, packaging, and bagging machines for optimal performance.
- Conducted hourly temperature and quality checks on products, ensuring compliance with standards.
- Facilitated continuous product flow on a non-stop conveyor belt.
- Stacked and wrapped pallets of product for efficient shipment.
- Adhered to safety regulations, utilizing correct personal protective equipment.

March 2020 - August 2020

Receptionist/ Service Writer/ Install Tech

CND Diesel and Tires / Smart Start , Berthoud, CO

- Answered phone calls and communicated with customers regarding service needs and completions.
- Wrote and updated service tickets to document customer interactions and services rendered.

- Scheduled and maintained service appointments for mechanics, including Smart Start calibration installations and removals performed by myself.
- Ordered and procured parts to ensure timely availability for service operations.
- Created invoices and processed payments for various customer invoices.
- Managed all aspects of service appointment scheduling to optimize workflow efficiency.

EDUCATION

High School Diploma

Berthoud High School , Berthoud, CO.

CERTIFICATIONS

- First Aid and CPR
- Power Pallet Jack
- ISO