

Lisa Jo Kelsh

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Professional Summary

Seasoned hands on professional specialized in materials management, inventory control and reconciliation with diverse manufacturing and warehouse experience.

Core Qualifications

- Ability to provide clear and concise written and oral communication
- Strong interpersonal skills both internal and external customers
- Creative decision making
- High organizational skills
- Extensive experience in training and motivating others

Experience

Gedney Foods Company, Chaska, MN *Inventory Control Lead* **08/2011 – 01/2017**

- Verify daily production logs for accuracy and input production
- Perform daily cycle counts for raw goods and finished materials
- Work closely with purchasing to ensure incoming materials and accuracy of receipts
- Manage the inflow and outflow for all raw goods and outgoing finished goods
- Maintain records for raw ingredient usages and associated yields
- Investigate, resolve and monitor reconciliations
- Work closely with all departments for continuous flow of communication
- Train new hires for inventory, receiving and production related to blending

VFW, Shakopee, MN *Bar Manager* **01/1999 – 08/2011**

- Motivated staff to deliver efficient, prompt and friendly service
- Addressed HR responsibilities including hiring, training and schedule coverage
- Performed reconciliation of sales/end of day/end of week/payroll
- Performed daily stock control and weekly inventory audits
- Procured spirits, supplies and other as needed
- Facilitated hospitality event planning
- Organized all daily duties as needed

Tsmura International, Inc., Shakopee, MN *Materials Coordinator* **03/1994 – 01/1999**

- Maintained continuous material flow for support of eight production lines
- Verified inventory counts and performed reconciliations as needed for finished goods
- Performed technical support for specific production line – “blister pack” machine
- Responsible for order picking and shipping of finished goods

Education, training and technical skills

North Dakota State University – 2 years • Oracle/PeopleSoft • MS Word • MS Excel