

Lisa Mabry

Warehouse Lead - Goods Receiving/ Shipping

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To obtain a full time position in a company that seeks an ambitious and career minded person, where acquired skills and education will be utilized toward growth and advancements.

Work Experience

Warehouse Lead

AWL

June 2017 to Present

Receiving/Shipping

ERP Operator

Commissioning of Components

Purchasing Support

Train the Trainer (Forklift & Crain)

Inventory Control

Cycle Counting

Warehouse Lead

Ruhlmat America - Greer, SC

January 2016 to June 2017

- Commissioning of Components
- Sorting and General Warehouse Operations
- Purchasing Support

Customer Service

Wesco/Hagemeyer

April 2012 to November 2015

- Worked in tool room at BMW
- Received packaging from UPS, FEDEX and freight line companies (100+ a day)
- Purchasing in SAP: BMW Procure to Pay
- Researched products requested to order matching specs needed
 - o Secured 3 quotes for BMW Purchasing Department
 - o Ordered parts
 - o Familiar with reading blue prints
- Converted quotes into purchase orders
- Used SAP
- Handled Inventory control and cycle counting
- Forklift experience
- Created invoices for BMW
- Weekly accounting reports

- o Billed not received
- o Received not billed
- o Past due invoices
- o ETA on purchase orders not received

Inside Sales & Customer Service

Amerigas

October 2011 to April 2012

- Provided quotes for gas service
- Showroom sales for retail fixtures & appliances
- Scheduled customer deliveries
- Balanced checking account and made daily bank deposits
- Account payables and receivables
- Processed Payroll for 34 people through ADP
- Customer Service
- o Resolve customer issues with billing and deliveries
- o Liaison between drivers and customers

Sales

Cintas

June 2006 to December 2011

June 2006 to December 2011

Shipping & Receiving/Purchasing

- Received all product delivered by UPS, FEDEX & freight line companies
- Entered BOL into AS400
- Inventory Control
- Ordered products from vendors as needed for 12 sales representatives
- o Researched products for specs provided by sales team
- o Communicated delivery information to sales representative

Sales

- Traveled 5 days a week to Upstate territory with 200 clients
- Cold called clients in territory
- Conducted needs assessment for new clients and created quotes with recommended products
- Inventory products onsite, replace as needed
- Provided forecasting to clients
- Upsell safety and first aid products to Safety Director or Managers
- Provided a free OSHA inspection of facility and make recommendations for improvement
- Client requested products by specifications, worked with purchasing department to secure product.
- Worked directly with vendors and clients to provide specially made products based on specs.

Education

High school or equivalent

Skills

Shipping, Warehouse Associate, Team Lead, Forklift, Picking Packing