

Loreal Moore

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Professional Summary

Looking to gain an interesting position with a growing company.

Willing to relocate: Anywhere

Work Experience

Inventory Specialist

Kelly Services | Bradley, IL

February 2025 to January 2026

Received in packages, labeled items for put away, distributed parts to the maintenance team upon request, took phone calls, unloaded heavy machinery using the high reach forklift and took direct orders from the inventory onsite manger.

Cycle Counter

DHL Supply Chain | Joliet, IL

May 2024 to December 2025

Performed cycle counts, operated warehouse machinery such as the cherry picker, clamp and high reach forklift.

Registrar

Riverside Hospital | Kankakee, IL

February 2021 to September 2024

Entering patient information to confirm demographics.

Processed insurance claims such as, workman's comp and motor vehicle accident claims.

Checked patient's into the hospital for treatment.

Answering phone calls, transferring calls and announced codes on overhead intercom.

Coordination support aide

Illinois Veterans Home Manteno | Manteno, IL

November 2023 to January 2024

Provided support in food nutrition, monitoring food when serving temperature appropriate meals.

Sanitation Worker

Rise Bakery | Manteno, IL

September 2022 to August 2023

Equipment sterilization, disassembling, cleaning, and reassembling heavy equipment in commercial food manufacturing using approved sanitizing chemicals. General upkeep, sweeping mopping, dusting, ventilation, ducks, and maintaining cleanliness of floors, restrooms, and public a commercial areas in the building.

Inventory Clerk

WSI | Wilmington, IL

June 2022 to July 2023

Ran cycle counts using geode system filtrations, processed inventory files, updated reports entered in excel data base. Conducted electronic transfers systematically and balanced product bins; Investigated discrepancies.

Inventory Clerk

WSI-Wilmington | IL

June 2022 to July 2023

Ran cycle counts using geode system filtrations, processed inventory files, updated reports entered in excel data base. Conducted electronic transfers systematically and balanced product bins; Investigated discrepancies.

Processor

CJ Logistics America-Elwood | IL

December 2021 to April 2022

Processed bills for shipment.

Registrar

Express Employment Professionals | Kankakee, IL

September 2021 to January 2022

Entering patient information to confirm demographics.

Processed insurance claims such as, workman's comp and motor vehicle accident claims.

Checked patient's into the hospital for treatment.

Answering phone calls, transferring calls and announced codes on overhead intercom.

QA Technician

URBAN FARMER | Manteno, IL

August 2020 to March 2021

Took Measurements for product

Assure temperatures appropriate

Assured product was at quality

Kit matcher

Kelly Services | Manteno, IL

February 2020 to April 2020

Attached labels to books

Order fill

Inventory Associate

November 2019 to January 2020

Counting product through out the warehouse

Organizing

Updating

Access to files in excel

Inventory Associate

People Link Staffing

November 2019 to January 2020

Counting product through out the warehouse

Organizing

Updating

Access to files in excel

Bank Teller**Express Employment Professionals**

June 2019 to September 2019

Money handling

Balancing cash drawer

Customer service

Customer Service Representative**Aqua**

April 2018 to May 2019

Call center based work

Answered incoming calls

Created work orders

Answered questions to customers about their bill.

Call Center Agent**Customer Contact Services**

February 2015 to May 2018

Answered incoming calls

Transferred calls

Took Messages

Dispatch

Provided information using referenced files

Performed clerical duties such as typing, faxing and mailing.

Scheduled appointments, provided tech support

Monitored call center call volume.

Office Assistant**IL State Council K of C**

November 2017 to April 2018

Filed documents

Took phone calls

Data entry

Office Clerk**Sun Chemical**

June 2017 to July 2017

This was a short term data entry project, in which I entered alphabetic, numeric and symbolic data, from paper source into Excel spread sheets.

CNA - Certified Nursing Assistant**Bradley Royale | Bradley, IL**

September 2009 to February 2010

Took vitals

Administered personal care

Operated lifts

Sub Aide
Kankakee School District

March 2008 to May 2008

- Prep patients for nurse
- Took vital signs such as blood pressure, pulse, temp
- Scheduled patient appointments
- Took phone calls
- Data entry
- Filing charts

CNA - Certified Nursing Assistant
Kankakee Nursing and rehabilitation | Kankakee, IL
August 2005 to December 2005

- Bathe patients
- Took vital signs
- Used lifting devices to transfer patients
- Lifting

Education

Diploma
Kankakee Community College
January 2014 to December 2014

Kankakee Community College
2014

Diploma
Kankakee Community College
January 2014 to January 2014

Upper secondary
Kankakee High School
January 2004 to December 2004

Diploma
Kankakee High School
2004

Upper secondary education
Kankakee High School
January 2004 to January 2004

Upper secondary education

Skills

- | | | | | | |
|----------------------|---------------------------|---|-----------------|------------------------|------------------|
| Budgeting | Freight | Administrative experience within education industry | Typing | Sales | Order processing |
| Cherry picker | Long term care experience | Phone communication | Calipers | SAP | |
| Warehouse management | Teamwork | Attention to detail | Quality control | CRM system proficiency | |
| Microsoft Outlook | Data classification | Picking & packing | Order Picker | Microsoft Teams | Cycle |

counting inventory management Customer relationship building Bookkeeping Adobe XD Account management Computer skills E-commerce Computer networking Invoice processing Insurance Verification Organizational skills Task prioritization Photocopying Accounting software MRP Process improvement standards implementation Data entry Medical records Shipping & receiving Time management Nutrition EDI Medical Greeting customers Health insurance information Communication platforms Vital signs Purchasing Epic Negotiation Phone etiquette Clerical experience Windows Quality assurance Administrative experience within healthcare Cash register Accounting Email outreach prospecting Customer service Customer support experience within e-commerce industry Mail customs regulations Customer issue escalation Mobile devices DME Care plans Reach truck Word processing Power BI Inventory control Microsoft Powerpoint Microsoft Word Decision making Health insurance authorizations Customer support experience within retail industry Materials handling Office equipment routine maintenance Multitasking Pizza experience Computer literacy Microsoft Dynamics 365 Computer operation Vital Signs Call center experience File organization Customer support Medical Terminology Continuous improvement standards implementation Technical support Productivity software Customer complaint resolution Microsoft Access Hospital Experience Supervising experience Office experience Forklift Mail processing Kitchen experience Leadership Microsoft Excel Medical Billing Filing Revenue cycle management Health insurance network providers Client interaction via phone calls Skilled nursing facility experience Order entry Administrative experience - Administrative experience (3–5 years) Writing skills Cash handling Client email correspondence Microsoft Office Micrometer Procurement Help desk Networking event prospecting System improvement planning Quality assurance within food and beverage industry Hospital experience Record keeping Loan processing Accounts receivable Operating systems Google Docs Product demos Medical terminology Technical Proficiency Warehouse management system Nursing home experience SAP Warehouse Management ERP systems Front desk Research Health insurance claim processing English Paratransit Communication skills Health insurance pre-authorization requirements Scanning Customer communication Correspondence management Phone answering HIPAA Faxing Warehouse experience Medical Scheduling Outbound calling Appointment scheduling

Languages

English

Certifications and Licenses

CNA

Driver's License

Certified Quality Inspector

Certified Quality Technician

HACCP Certification

CPR Certification

Additional Information

Authorized to work in the US for any employer

I'm also experienced in Excel, Microsoft, QuickBooks, Citrix and SAP.

I have great communication skills and call center experience.