

Lyndsey Byrd

Cleveland, TN 37311

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Authorized to work in the US for any employer

Work Experience

Inventory Specialist

CTDI COMMUNICATIONS TEST DESIGN-Cleveland, TN

September 2023 to Present

Experience Managing a team

Ability to work independently with little supervision

They will oversee the processes and procedures for the designated program and should be familiar with working with a large volume, small part inventory

Must be able to organize large amounts of data and be able to pull key information out of the data

Verify stock information and unit identification numbers Inventory and Audit equipment and parts

Unpackage, sort and stage units for production

Receive units using RF handheld devices

Maintain accurate inventory

Perform cycle counts and audits per company policies and procedures

May perform duties as assigned

Pulls and prepares products for shipment

Ensures that the exact number and type of product is loaded and shipped

Performs picking duties in an efficient manner which meets customer service standards

Moves product from staging and/or storage areas into trailers

Maintains appropriate records and reports to guarantee inventory control and security

Assists in physical inventories

Ensures proper stock rotation

Conducts cycle counts as requested

Inventory Coordinator

Echelon Fitness-Chattanooga, TN

May 2023 to September 2023

Responsibilities:

Receive inventory coming into the warehouse by vendors, or other warehouses accurately and promptly. Verify the quantity and description of materials received by checking merchandise against the packing list.

Examine incoming shipments, reject damaged items. Appropriately report/record any discrepancies.

Accurately place materials on shelves, racks or other designated storage areas in an orderly manner.

Perform cycle counting on a daily basis.

Safely operate all the necessary equipment in the warehouse.

Help with loading/unloading pallets from trucks.

Operate inventory control equipment, i.e., bar-coding equipment, handheld devices.

NetSuite/RF Smart experience

Manufacturing Administrative Assistant

Intersign Corporation-Chattanooga, TN

January 2023 to April 2023

- Compile and record production data for individual worker production sheets following prescribed recording procedures.
- Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets.
- Writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets for use by production workers as guides in assembly or manufacture of products.
- Prepares projected workflow based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using charts and graphs in Excel, based on statistics compiled for reference by production and management personnel.
- Prepare and maintain daily, weekly, monthly reports and other reports, as needed.
- Assist 6S lead with data collection and work instructions.
- Maintains all SDS printed copies.
- Monitor attendance reports to ensure compliance.
- Provided support for 6S Coordinator
- Completed clerical tasks including filing and scanning
- skills in administrative and clerical duties to include preparation of production efficiency reports, control memos, letters, and other communications; mathematical calculations

Inventory Control Specialist

Assemblers Incorporated-Chattanooga, TN

May 2022 to January 2023

The position maintains the warehouse and is responsible for ordering and shipping tools and supplies as requested. Maintains all inventory records and performs light building maintenance.

Additional duties taken on include fleet management, keeping up maintenance records, ordering vending machine supplies, stocking vending machines, and tracking trends within vending.

Administer the company tool lease program to include processing and shipping orders.

Process all company supply orders.

Purchase inventory as needed to maintain minimum inventory levels.

Purchase items for staff in the field.

Maintain system to accurately account for incoming and outgoing inventory.

Keep the warehouse clean and organized.

Perform light building maintenance as needed.

Complete pick-up and delivery of inventory as needed.

Calling to coordinate with field staff.

Other duties and/or tasks may be assigned on an as-needed basis.

Education

Associate of Applied Science (AAS) in Business Administration with a Logistics Concentration Current GPA 3.95

Nashville State Community College - Nashville, TN

January 2021 to May 2023

Technical Certificate in Logistics

Nashville State Community College - Nashville, TN
January 2021 to May 2023

Certificate in Supply Chain

Nashville State Community College - Nashville, TN
January 2021 to May 2023

Certificate in Transportation

Nashville State Community College - Nashville, TN
January 2021 to May 2023

Diploma in General Studies

Ridgeland High School - Rossville, GA
August 2010 to May 2014

Skills

- Animal care
- Animal handling
- Filing
- Office management
- Databases
- 10 key typing
- Order entry

Awards

Employee of the Month

July 2022

"Congratulations

July 2022

Employee of the Month

Lyndsey Byrd

Inventory Control Specialist

"Lyndsey came into Assemblers and has simply done an amazing job. As a new employee, she was a quick study, and is consistently going above and beyond not only in her job duties, but jumping in as needed to make sure the Assets department has what it needs. We are grateful to have her on the Assemblers TEAM!!"

Certifications and Licenses

Lean Six Sigma White Belt

March 2023 to Present

Certification # q1lxGwxNqM

Forklift Certification

May 2023 to May 2026

Driver's License

Assessments

Delivery driver — Proficient

May 2022

Interpreting instructions or signs and solving problems

Full results: [Proficient](#)

Data entry: Attention to detail — Proficient

November 2022

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

Marketing — Proficient

May 2022

Understanding a target audience and how to best communicate with them

Full results: [Proficient](#)

Social media — Proficient

May 2022

Knowledge of popular social media platforms, features, and functions

Full results: [Proficient](#)

Cleaner fit — Proficient

November 2022

Measures the traits that are important for successful cleaners

Full results: [Proficient](#)

Customer focus & orientation — Proficient

November 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Retail customer service — Proficient

September 2023

Responding to customer situations in a retail setting

Full results: [Proficient](#)

Attention to detail — Proficient

May 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Work style: Reliability — Proficient

March 2024

Tendency to be reliable, dependable, and accountable at work

Full results: [Proficient](#)

Filing & organization — Proficient

March 2024

Arranging and managing information or materials using a set of rules

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

November 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Warehouse safety — Proficient

November 2022

Using safe practices in a warehouse setting

Full results: [Proficient](#)

Time management skills — Proficient

July 2024

Managing one's own time to complete tasks quickly and efficiently

Full results: [Proficient](#)

Retail customer service — Proficient

March 2024

Responding to customer situations in a retail setting

Full results: [Proficient](#)

Work motivation — Proficient

May 2022

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Work style: Reliability — Proficient

May 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Sales skills — Proficient

November 2022

Influencing and negotiating with customers

Full results: [Proficient](#)

Teamwork: Interpersonal skills — Proficient

August 2023

Responding to challenging team situations at work

Full results: [Proficient](#)

Customer service — Proficient

November 2022

Identifying and resolving common customer issues

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

References

Previous Direct Supervisor

Brittany Thompson

(269)967-2571

Previous Manager

Heidi Baum

(423)509-3636