

# Lynette Moyer

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Results-driven Warehouse Supervisor with 7 years of experience leading teams in a Supply Chain environment. Responsive and adaptable to changing circumstances and priorities. Accomplished in maintaining smooth operations through accurate record keeping, planning, and interdepartmental communication. Knowledgeable in computer applications such as Net Suite, Oracle, and SYSPRO. Proven success at leading staff to work together to meet tight deadlines.

Authorized to work in the US for any employer

## Work Experience

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### **Outbound Supervisor**

Wise Snacks - Berwick, PA

January 2021 to October 2021

- Led a team of 6 union employees to successfully pick, label, and close orders to ensure on-time deliveries
- Assigned daily workloads and ensured loads were completed to customer-specific requirements
- Trained and maintained employee compliance with OSHA standards
- Responded to and tracked emails quickly, processed BOLs
- Adhered to company policies and procedures, regarding standards of workplace behavior in completing job duties and assignments
- Generated shipping labels for small parcel using Shipping Easy
- Identified process inefficiencies and made recommendations for process improvements
- Assisted freight carriers as necessary to expedite shipments
- Processed incoming orders daily from an email into excel spreadsheets to verify order accuracy and timeliness
- Worked with supervisors from other departments to coordinate pickups and deliveries
- Prepared/maintained records and logs daily
- Resolved payroll discrepancies and kept track of employees' schedules via Ceridian/Dayforce

### **Outbound Supervisor**

Brake Parts Inc

October 2012 to January 2021

- Led a team of 40 to successfully pick, label, and consolidate orders in a timely matter
- Played a vital role in generating \$150,000,000 in sales while shipping 10,000,000+ units annually
- Outstanding customer service skills. i.e., Maintained contact with various internal and external customer service representatives, dispatchers, and small business owners.
- Trained and mentored employees in all aspects of the warehouse. Provided constructive feedback
- Introduced several new product lines and implemented new processes to become more effective and efficient.

- Monitored associates' work and performed associate evaluations on an ongoing basis to coach them on expectations
- Tracked employee attendance via ADP
- Maintained a clean and safe work environment
- Conferred with other supervisors to coordinate operations between departments
- Ran scheduled reports to support warehouse team activities
- Generated and maintained employee payroll and benefits using ADP
- Reviewed, checked, and corrected payroll records

## **Shipping and Receiving Clerk**

Brake Parts Inc

October 2012 to February 2016

- Sorted, organized, and maintained office records
- Directed inbound and outbound traffic
- Communicated with supervisors to resolve customer service issues
- Monitored the entry door and kept accurate sign in records
- Resolved problems for customers, warehouses, and carriers
- Handled documentation for international custom orders
- Performed all warehouse clerk duties including data entry, running reports, and updating inventory
- Assisted with cycle counts and audits and resolved issues to maintain accurate records
- Prepared work orders, Bill of Ladings, and shipment orders
- Picked, labeled, consolidated orders to customer specification
- Trained new coworkers in picking tasks
- Checked in all office supplies and maintained supply inventory. Reported any purchasing needs
- Audited pick sheets for damaged or missing product. Corrected and monitored backorders
- Investigated inventory discrepancies
- Participated in the warehouse safety committee to minimize workplace accidents and injuries

## Education

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### **High School Diploma**

Cardinal Brennan - Ashland, PA

September 1994 to May 1998

## Skills

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- Microsoft Office
- Google Suite
- Salesforce
- Inventory Cycle Counting
- Scheduling and Coordinating
- SAP Warehouse Management
- ERP systems
- Warehouse management system
- Work Planning and Prioritization

- Policy and Procedure Enforcement
- Invoicing and Shipping Documentation
- Problem and Conflict Resolution
- Performance Tracking and Evaluation
- Teamwork and Collaboration
- Data entry
- Confidential Document Control
- Office manager experience
- Active Listening
- AS400

## Assessments

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### **Warehouse safety — Expert**

May 2022

Using safe practices in a warehouse setting

Full results: [Expert](#)

### **Attention to detail — Expert**

May 2022

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

Full results: [Expert](#)

### **Warehouse shift leader — Expert**

May 2022

Supervising warehouse staff and maintaining safety and security standards

Full results: [Expert](#)

### **Customer service — Expert**

May 2022

Identifying and resolving common customer issues

Full results: [Expert](#)

### **Data entry: Attention to detail — Highly Proficient**

May 2022

Maintaining data integrity by detecting errors

Full results: [Highly Proficient](#)

### **Work style: Reliability — Expert**

May 2022

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

Full results: [Expert](#)

### **Administrative assistant/receptionist — Highly Proficient**

May 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

### **Management & leadership skills: Planning & execution — Highly Proficient**

May 2022

Planning and managing resources to accomplish organizational goals

Full results: [Highly Proficient](#)

### **Recruiting — Highly Proficient**

May 2022

Managing the candidate sourcing and selection process

Full results: [Highly Proficient](#)

### **Project timeline management — Expert**

May 2022

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Expert](#)

### **Sales skills — Expert**

May 2022

Influencing and negotiating with customers

Full results: [Expert](#)

### **Supervisory skills: Motivating & assessing employees — Expert**

May 2022

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Expert](#)

### **Manufacturing fit — Expert**

May 2022

Measures the traits that are important for success in manufacturing roles

Full results: [Expert](#)

### **Call center customer service — Expert**

May 2022

Demonstrating customer service skills in a call center setting

Full results: [Expert](#)

### **Work motivation — Expert**

June 2022

Level of motivation and discipline applied toward work

Full results: [Expert](#)

### **Management & leadership skills: Impact & influence — Highly Proficient**

May 2022

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Highly Proficient](#)

### **Scheduling — Expert**

May 2022

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Expert](#)

### **Supervisory skills: Motivating & assessing employees — Expert**

May 2022

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Expert](#)

### **Protecting patient privacy — Highly Proficient**

June 2022

Understanding privacy rules and regulations associated with patient records

Full results: [Highly Proficient](#)

### **Administrative assistant/receptionist — Highly Proficient**

May 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

### **Work style: Conscientiousness — Expert**

June 2022

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Expert](#)

### **Workplace safety — Highly Proficient**

June 2022

Using safe practices at work

Full results: [Highly Proficient](#)

### **Scheduling — Expert**

May 2022

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Expert](#)

### **HR: Compensation & benefits — Highly Proficient**

July 2022

Knowledge of compensation and benefits programs

Full results: [Highly Proficient](#)

### **Scheduling — Expert**

May 2022

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Expert](#)

### **Teamwork: Interpersonal skills — Expert**

July 2022

Responding to challenging team situations at work

Full results: [Expert](#)

### **Food safety — Highly Proficient**

August 2022

Knowledge of proper food and equipment handling safety measures

Full results: [Highly Proficient](#)

### **Learning agility — Expert**

August 2022

Learning and applying new information

Full results: [Expert](#)

### **Retail customer service — Highly Proficient**

September 2022

Responding to customer situations in a retail setting

Full results: [Highly Proficient](#)

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