

# Ned Lyden

## **Warehouse coordinator / Dispatch**

Verona, PA 15147

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(412) 804-8571

## Work Experience

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### **Cycle Counter / Inventory Technician**

Mine Safety Appliances (through Adecco) - Murrysville, PA

November 2017 to October 2018

Performed cycle counts in a factory / assembly setting. Count assembly parts in warehouse and assembly stations. Enter all counts in to Excel Spreadsheet. Utilize SAP inventory system to access part locations and quantities. Report all significant discrepancies to Supply Chain Manager. Assist Warehouse Manager with daily Storeroom cycle counts as needed. Attend daily Manager meetings to discuss inventory findings.

### **Laborer**

Bill Bierly Flooring & Remodeling - Verona, PA

April 2017 to October 2017

All phases of flooring and remodeling such as gathering materials, floor, wall and ceiling removal / repair. Installation of tile, carpet, sheet rock and various appliances. All finishing and clean up using appropriate hand and power tools.

### **Warehouse coordinator / Dispatch**

Walgreens / Option Care Infusion Services - Monroeville, PA

August 2012 to January 2017

Ordering of all enteral feedings and supplies through third party supplier via online ordering system, for large patient base. Responsible for issues pertaining to patient orders such as, mis-picks, shortages, damages, etc.

- Testing of feeding and IV pumps for patient usage. Physically run pumps to ensure all functions are working properly. Pull pumps and ship to pump depot for preventative maintenance functions.
- Assist in the dispatching of delivery drivers, packaging, and shipping ( UPS/Fedex/courier services ) of patient orders to their homes.

### **Storeroom Manager**

LifeCare Hospital Of Pittsburgh - Pittsburgh, PA

October 2003 to August 2012

Purchasing of all products stocked within storeroom. Creating purchase orders based on established par levels and departmental ordering trends. Ordering of products via internet, fax and telephone. Correspondence with vendors on all purchasing issues such as shortages and back orders. Filing of received purchase orders and incoming bills of lading. Computer entry of all purchase orders for the other three LifeCare Pittsburgh facilities.

- Stocking nursing units with all needles and syringes. Maintain par level products in nursing clean

rooms. Pluck and deliver all hospital forms as requested. Delivery of supply orders for nursing units and all other hospital departments.

- Receiving of all medical and engineering products. Verifying conditions and count of incoming products, matching product to purchase orders, entering purchase orders into inventory system. Put away products designated for the storeroom and deliver all products designated for various other departments throughout the facility.

### **Receiving Technician**

CVS Procare - Monroeville, PA  
February 2002 to October 2003

Receipt and put away of incoming drugs, physically and computer entry.

- Receipt of refrigerated drugs, cycle counting of "high dollar" stock, including controlled substances and narcotics.
- Responsible for "urgent product recalls".

### **Distribution controller**

Cellularphones.com - Orlando, FL  
July 1999 to February 2002

Stock ordering, filling and shipping.

- Retrieving service orders
- Communicate with vendors.

### **Distribution Manager**

Multigraphics - Harrisburg, PA  
December 1991 to July 1999

Directed initial startup of Longwood facility with respect to contracting and negotiating leased space.

- Management of all employees including hiring, training and performance reviews.
- Established key objectives and monitored tasks of all team members.
- Payroll, daily and monthly production reports
- All phases of inventory receiving, annual physical inventory, cycle counts (inventory control).
- Forklift operations.
- Interfaced with Home Office and internal/external customers.

### **Warehouse Manager**

General Products & Supply - Monroeville, PA  
June 1987 to November 1991

Handled all shipping/ receiving duties.

- Inventory control.
- Forklift operations.
- Monitored costs of shipping and options.

### **Inventory Control Clerk**

H.J. Heinz Company - Pittsburgh, PA  
August 1981 to May 1987

Tracking and monitoring of all incoming and outgoing stock.

- Town Trip Manager-banking duties.
- Mailroom- internal mail distribution.

## Education

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### **Fiber Optics**

Bidwell Training Center

1988 to 1989

### **Diploma**

Gateway High School

1975 to 1978

## Skills

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Cash Handling, shipping, Data Entry, Warehouse, Inventory

## Certifications/Licenses

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### **Drivers License**