

Elvonual Burgwyn

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Work Experience

Warehouse Lead/Supervisor

Colony Tire Corporation | Richmond, VA

February 2023 to May 2026

Supervise, train, and motivate warehouse staff.

Assign tasks and monitor performance to ensure productivity and accuracy.

Conduct shift meetings and provide feedback or corrective action when necessary.

Knowledge of WMS / RF scanners / forklift operations (if certified)

Basic computer proficiency (Excel, email, reporting tools)

Team Lead

QVC | Rocky Mount, NC

October 2009 to December 2021

- . Train associates, scanned products using RF scanners, operating forklifts
- . Loaded variety of products to trucks for shipping across states
- . Entered customer inquiries into onsite customized software system
- . Perform cycle count and inventory
- . Print BOL tickets out
- . Order parts as needed
- . Filling in Supervisor as needed

Lyft Driver

Transportation Network Company | Raleigh, NC

May 2016 to November 2018

Pick up passengers who request rides through the Lyft app take passengers safely to the destination

Customer Service Representative

West | Rocky Mount, NC

May 2005 to September 2009

Received fast paced inbound calls, answering with professionalism and providing excellent customer service

- . Assisted customer with technical inquiries or redirected them to an appropriate department
- . Entered customer inquiries into customized software system as it was received
- . Sorted incoming mail for all departments

Education

HS Diploma

Greenville High | Emporia, VA

1999 to 2003

Upper secondary education

High school diploma or GED

Skills

Warehouse Associate Forklift RF Scanner Cycle counting inventory management Cherry picker
Order Puller Management SAP Forklift servicing Quality compliance management Labeling
General Labor Shipping Project leadership Sterile Processing Personal protective equipment
(PPE) use Leadership Disinfection procedures Teamwork Picking Packing Microsoft Office
Order fulfillment Customer complaint resolution Quality Assurance Cash handling Hotel and
accommodations guest inquiries Inventory Proactive hotel and accommodations guest assistance
Datawarehouse Manufacturing Supervisor Shipping Receiving Order picking Packing
Warehouse sorting Warehouse experience Warehouse Inventory Communication skills Microsoft
Word Training & development Warehouse management system Machining Loading Mentoring
Logistics Cleaning and sanitation project coordination training Hotel and accommodations
guest check-out Order processing Supervising experience Warehouse Distribution Experience
Computers Night audit Warehouse logistics management Computer Networking English Order
Picker Time management Reach Truck problem solving Customer service Materials handling
Attention to detail Load & unload GMP Basic math Microsoft Excel Planograms Picker Packer
Team Lead Continuous improvement Unloading Inventory control Organizational skills ERP
Systems Hotel and accommodations guest complaints handling Warehouse Management Ability
to follow instructions Forklift safety protocols Stock organizing Sanitizing surfaces Pallet Jack
Hotel and accommodations guest check-in Guest reservation booking Merchandising

Languages

Multilingual
English

Certifications and Licenses

Driver's License

Pallet Jack Certification

Forklift Certified

Forklift Certification

Powered Industrial Truck (PIT) Certification

Non-CDL Class C

Additional Information

Authorized to work in the US for any employer