

Kylie Woods

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Professional Summary

Dynamic professional with 8+ years of experience in inventory control and material handling in fast-paced manufacturing and warehouse environments. Proficient in ERP systems, cycle counting, and Microsoft Office, with proven leadership in team training and process improvement. Certified forklift operator dedicated to enhancing operational efficiency and accuracy.

Work Experience

Order Picker/Forklift Operator/Trainer

Standard Process | Broomfield, CO

September 2021 to Present

- Maintained and monitored inventory levels through daily cycle counts and accurate system record keeping using IFS ERP and Novacura
- Pulled and organized materials for production use, ensuring correct order processing and shipment preparation
- Investigated and resolved inventory discrepancies and managed damaged inventory to maintain stock accuracy
- Led teams as acting team lead, assigning tasks, coaching employees, and promoting safe work practices
- Executed inventory transfers and replenishment tasks, maintaining database accuracy and supporting stock reconciliations
- Prepared and sent end-of-day reports and operational documentation to corporate and distribution centers
- Operated forklift safely and performed daily equipment inspections and maintenance
- Communicated effectively with corporate teams and cross-functional departments to support workflow and resolve issues
- Utilized Microsoft Office tools including Excel and Teams for reporting and communication
- Troubleshoot shipping and system issues to maintain efficient warehouse operations

Lead/Machine Operator/Production/Shipping

The Tea Spot | Longmont, CO

March 2019 to January 2021

- Supported production by preparing materials and ensuring correct product usage for manufacturing tea sachets
- Assisted in shipping operations by picking, packing, and preparing orders using scanning systems and shipping software
- Conducted quality control checks and maintained accurate production logs to ensure product standards
- Trained new employees on equipment operation and production procedures, promoting safety and efficiency
- Operated pallet jacks to move and organize inventory within the warehouse
- Compiled production data and reported results to management using Microsoft Excel
- Performed routine maintenance and sanitation of machinery and work areas to support smooth operations

Candy Hauler

Russell Stover Candies | Salina, KS

August 2016 to March 2019

- Transported large containers of candy to production lines to maintain efficient workflow and material availability
- Lifted and loaded heavy materials into processing equipment, supporting continuous production operations
- Completed production paperwork accurately to document product codes, dates, and maintain clean work areas
- Ensured timely material delivery to production areas to avoid downtime

Garden Center Associate

Menards | Salina, KS

March 2014 to August 2016

- Maintained accurate inventory control of plant stock, including tracking, organizing, and restocking items
- Assisted customers with product inquiries and purchases, delivering excellent customer service
- Operated cash registers and managed transactions efficiently

Veterinary Technician

Animal Care ER | Salina, KS

June 2016 to July 2016

Veterinary Assistant (Overnight Shift)

- Provided care for animals in a fast-paced emergency environment during overnight (graveyard) shifts
- Assisted with general animal care, including feeding, monitoring, and safely letting animals out as needed
- Supported basic medical care such as administering or assisting with vaccinations
- Maintained accurate records by entering client, patient, and care information into Microsoft-based systems
- Ensured cleanliness and organization of animal care areas to promote a safe and healthy environment

Cashier

Orscheln Farm and Home | Salina, KS

May 2011 to February 2014

Cashier / Customer Service Associate

- Processed payments using cash, checks, credit cards, vouchers, and automatic debit systems
- Issued receipts, refunds, credits, and provided accurate change to customers
- Delivered friendly customer service by greeting and assisting customers upon entry
- Weighed merchandise and calculated pricing for items sold by weight
- Accurately computed and recorded transaction totals
- Managed cash handling, including sorting, counting, and wrapping currency and coins
- Stocked shelves and ensured proper pricing labels on merchandise and displays
- Monitored checkout stations to maintain adequate cash levels and proper staffing

Deli Associate

Dillon's | Salina, KS

November 2010 to March 2011

Deli Associate / Food Service Worker

- Monitored food preparation methods, portion sizes, and presentation to ensure quality and consistency standards
- Received and inspected food and beverage deliveries, verifying product quality and accuracy of orders
- Prepared deli trays and custom orders to meet customer preferences and expectations
- Ensured all meats and cheeses were fresh, properly stored, and safely handled in compliance with food safety standards

Cashier

McDonald's | Salina, KS

September 2006 to February 2011

Food Service Worker / Cashier

- Maintained sanitation, health, and safety standards across all work areas
- Cleaned and sanitized food preparation surfaces, equipment, and utensils
- Operated high-volume kitchen equipment including grills, fryers, and griddles
- Ordered, received, and stocked food and supply deliveries
- Prepared simple food and beverage items such as sandwiches, salads, and coffee
- Washed dishes, glassware, and utensils to maintain kitchen cleanliness
- Communicated food orders clearly to kitchen staff to ensure timely service

Customer Service & Cash Handling

- Greeted customers and provided friendly, efficient service
- Processed payments via cash, check, credit cards, vouchers, and electronic methods
- Issued receipts, refunds, credits, and accurate change
- Maintained clean and organized checkout areas
- Calculated totals and determined pricing using registers and scanning systems

Cashier

Dairy Queen | Manhattan, KS

June 2005 to May 2006

Cashier / Customer Service Associate

- Processed payments using cash, checks, credit cards, vouchers, and electronic payment systems
- Issued receipts, refunds, credits, and provided accurate change to customers
- Balanced cash drawers at the beginning of shifts to ensure accuracy and adequate change levels
- Greeted customers and delivered friendly, efficient service
- Maintained clean, organized checkout areas to support smooth operations
- Accurately calculated totals and determined pricing using registers, calculators, and scanners
- Handled cash management tasks, including sorting, counting, and wrapping currency and coins

Education

Veterinary Technology (Associate)

Brown Mackie College Salina | Salina, KS
April 2012

Upper secondary education

Skills

Inventory management Materials handling Order picking Forklift Microsoft Excel Microsoft Teams Customer communication Teamwork Problem-solving Attention to detail Databases Communication skills Microsoft Outlook Cycle counting inventory management

Certifications and Licenses

Forklift Certification

April 2023 to Present

Driver's License

Veterinary Technician Certification

Additional Information

Authorized to work in the US for any employer