

Shandra Mccauley

Hebron, KY 41048
smcaul2@att.net
(859)547-8448

I am committed to professionalism, highly organized, work under strict deadline schedules with attention to detail. I am also committed to cost cutting and safety. I can demonstrate a strong ability to manage projects from conception through to successful completion, and have excellent written and verbal communication skills.

Authorized to work in the US for any employer

Work Experience

Tech services and Materials specialist

ATI - Erlanger, KY
August 2017 to Present

My duties at present are to prepare aviation parts for shipping to other air fields as repair parts. I also stock parts and enter PN's and other info about parts into our program. I am responsible for obtaining parts for our aircraft and routing to the proper air fields for repairs.

Logistics clerk

Ryder Logistics - Hebron, KY
October 2016 to May 2017

My duties are to prepare documents for outbound shipments. I also research any problems with short shipments and allocation failures. Customer pick up orders are part of my every day responsibilities. I prepare the documents, make sure that product is available and ready for the customer, greet customer upon arrival and help load into vehicle if necessary.

Accounts payable/ purchasing

Qualex Manufacturing - Georgetown, KY
September 2014 to April 2016

Receiver/purchasing

My duties include receiving all material for 4 manufacturing facilities into the accounts receivable database. I also do monthly inventory, purchase materials and run our UPS deliveries.

Stores clerk

LEXINGTON FAYETTE URBAN COUNTY GOVERNMENT
January 2010 to August 2014

Responsible for inventory and procurement in Streets, Roads and Forestry Division.

I am responsible for keeping track of purchases as well. Created PO's and tracked shipments from beginning to end. Received material when delivered.

Other duties include answering Lexcall 311 calls from citizens for our division, keeping all keys for equipment, delivering mail and helping supervisors with paperwork and projects.

Receive all incoming material and must check all packing lists to be sure that they match shipment.

I make sure that all employees have the tools and materials that they need to perform their jobs on a daily basis.

Hold a Class A CDL and operate snow plow in inclement weather in the city of Lexington.

Coordinated inventory and cost control programs and cut company operating budget by \$10,000+ in 2011 and 2012 through researching costs of all products used by our division and using the vendor with the least price while still maintaining quality.

Team Leader

Toyota Motor Manufacturing of Kentucky

January 1991 to January 2009

Promoted to Team Leader in 2000 - Duties included assisting team members with tasks and training employees on all jobs, helping team members achieve goals, encouraging teamwork, making sure team members were working safe and that the work area was safe, solving team problems and continuously improving the job and area, making decisions based on productivity and safety, standing in for group leader when he or she was unavailable (I.e.-vacation, medical leave, meetings).

Started Parts Control Safety Task Force - Implemented several safety features - Installed stop and go lights above trailers to protect strappers (person in trailer and on dock to open and close trailers). 100% reduction in hand injuries while strapper was in trailer.

Parts Ordering Team Leader-Was on special task force in parts ordering for three years.

Was responsible for ordering parts for plant wide use in emergency situations.

Set up ground, sea and air expedites.

Called suppliers to add parts to orders.

Replaced second shift specialist.

Monitored department performance data to identify and avoid potential risks. Inspected product load for accuracy and safely transported it around the warehouse. Forecasted manpower requirements based on daily workload and company targets. Installed protective bracing, padding and strapping to prevent shifting and damage to items during transport. Oversaw scheduling for the day-to-day activities of 10 transportation employees. Communicated with floor managers to determine merchandise placement.

Parts specialist

Toyota Motor Manufacturing of Kentucky

April 2004 to April 2007

Ship parts to Multiple States and Countries Data Entry- PeopleSoft, Word Inventory- Worked hand in hand with Stamping and Body Weld departments to make sure that inventory levels were correct for shipments.

Made 100% of shipment goals as long as other departments made their goal.

Customs Paper Supplements and Expedites- Set up air, sea and ground expedites and supplements

Scheduling Customer Service- Worked closely with U.S. and Canadian manufacturers to make sure that my orders were correct and of highest quality.

Truck drivers, dispatchers and management were treated with same respect.

Supervision of Staff- My team consisted of 5 to 8 people Utilization of lean manufacturing and 5S standards.

Coordinated with freight forwarders to expedite international shipments, Established transportation cost standards and economical shipping practices, Contacted customers prior to delivery to confirm and coordinate delivery times.

Education

Diploma

Campbell County High School Alexandria - Alexandria, KY

Southern Ohio College St. Bernard - Saint Bernard, OH

Skills

Logistics, Forklift