

Sharyn Whitmer

Exceptional team player and extreme attention to detail.

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Professional Summary

I am seeking a fast paced position with a well established company, that will provide a challenging and rewarding work atmosphere.

Authorized to work in the US for any employer

Work Experience

Specialist III

PepsiCo/Tropicana-Bradenton, FL

June 2019 to Present

Fulfill customer orders using WMS and transport product to designated shipping dock. Inspect finished product to insure quality standards are met prior to shipment. Assist coworkers in other areas when orders are slower and perform replenish tasks in pick areas. Put away finished product and inspect for any quality issues prior to actual put away and contact any necessary departments to help correct issues.

Warehouse Supervisor

Randstad/Southwire-Saint Petersburg, FL

September 2018 to June 2019

Receive all inbound finished goods material and checked for accuracy and any quality issues. Verified shipment against purchase orders, put away and cycle count when requested.

Monitored orders using RF & SAP program. Prepare all outbound orders for shipping

Loaded all outbound orders based on load specifications, prepared all BOLs and coordinated proper transportation. Train and develop new employees.

Special Projects Lead/Planner

DSC LOGISTICS AND SUPPLY CHAIN MANAGEMENT-University Park, IL

March 2017 to March 2018

Performed daily QC audits, cycle counts and reconciled discrepancies. Assisted the customer service department to solve any customer issues. Managed all special projects to meet customer dead lines. Assisted the Quality Assurance team with all inspection/product hold and maintained customer compliance. Documented and maintained all QC and audit reports and made necessary action plans. Supervised department staff, trained and developed new hires. Responsible for all supply ordering for the department. Certified on Crown stand up forklift.

Lead

NFI-Elwood, IL

September 2016 to March 2017

Set up for new warehouse located in building.

Trained and developed new hires.

Maintained accurate staffing needs at all times based on company volume.

Stacked and stored merchandise in designated areas using a forklift, clamp, push-pull or other powered equipment.

Audited and performed QC checks on all loaded and shipped finished goods.

Performed picking duties in an efficient manner meeting customer service standards.

Operate all equipment in a safe and efficient manner following prescribed work methods.

Maintained appropriate records and reports to guarantee inventory control and security.

Assists in physical inventories and quality checks.

Ensured proper stock rotation.

Conducted cycle counts as requested.

Forklift Driver

Nexus-Manteno, IL

February 2016 to May 2016

Loaded & unloaded 60x60 metal pallets of tires in/out of trailers. Inventory control by receiving in product using RF scanning system, assisted with auditing, staging and put away.

General Manager

Aarons

August 2012 to November 2015

Main focuses included sales, collections, inventory control, customer service, scheduling, interviewing potential new candidates, develop & train new hires, DOT compliance on all vehicles, store ordering & receiving, vehicle & store maintenance, P&L reporting and continued auditing. Created staffing schedules, processed time off requests and monitored all overtime based on budget & business needs.

General Manager

Colortyme

October 2010 to November 2011

Managed store staff. Created staffing schedules and processed any time off requests.

Completed weekly inventory audits to assure inventory accuracy. Closed contracts on new customers. Placed and received all orders. Inspected product to ensure accuracy of delivery and quality of product prior to delivery. Assisted in employee training and coaching. Completed and read nightly, weekly and monthly reports & store audits to help maintain goals and made action plans as needed. Maintained budget and monitored truck usage & gas logs daily. Completed weekly inventory audits to ensure all items were accounted for and any discrepancies were reported and corrected immediately.

Education

High school or equivalent

Bradley Bourbonnais High School - Bradley, IL

May 1995

Some college in Law

Kankakee Community College

August 1992 to September 1994

Skills

- SAP (5 years)
- WMS (8 years)

- Outlook (7 years)
- Manufacturing (5 years)
- Quality systems (7 years)
- Supply Chain (7 years)
- Warehouse Supervisor Experience (4 years)
- RF Scanner (10+ years)
- Logistics (4 years)
- Auditing (7 years)
- Quality Control (5 years)

Certifications and Licenses

Crown forklift, reach truck, clamp truck and slip certified.

October 2016 to Present

State of Illinois Food and Safety License.

September 2008 to Present