

CARLA TREADWAY

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Professional Summary

Results-driven planning and operations management professional with exceptional communication, problem solving and leadership skills. I excel at any any everything I do and always exceed every companies expectation.

Skills

- Production line management
- OSHA regulations
- Quality inspection
- Strong leadership abilities
- Microsoft office
- Dispatch
- Hilo, pallet jack, dolly
- Inbound-outbound
- Customer service
- Sorting
- Packaging
- Retail
- Baling
- Compacting

Work History

warehouse manager, 05/2011 to 04/2014

Salvation Army – Detroit, MI

- Oversaw over 100 employees in the areas of dispatch, logistics, baling, and dock
- Drove hilo as needed and operated pallet jack
- Conducted interviews and job fairs.
- Did scheduling and monitored labor costs
- Prepared loads for freight and expedited them to stores and overseas.
- Made sure stores and semi trucks were serviced and loaded within 2 hr window
- Planned, directed, coordinated and assigned manpower to meet aggressive production schedules.
- Addressed all personnel issues promptly and professionally.
- Drove daily production activities with effective communication and leadership.
- Escalated safety and quality issues and initiated remedial actions .
- Completed and maintained accurate and organized records, documents and reports.

Shift supervisor, 10/2008 to 04/2011

Tim Horton – Macomb, MI

- Successfully supervised production activities and crews as large as 16 so all orders were made on time with a 20 second or less window time
- Investigated and implement ideas for quality improvement, increased productivity and cost reduction.
- Maintained and communicated daily productivity and shipment reports for all departments to my manager
- Operated cash register and credit card machine
- Baked goods and prepared food as needed
- Immediately addressed all expired product dispositions.
- Addressed all personnel issues promptly and professionally.
- Drove daily production activities with effective communication and leadership.
- Routinely improved product quality and reduced product waste costs.

Sales Associate, 06/2006 to 10/2008

Shantinique Music – Detroit, MI

- Helped customers to find music, videos, clothing and shoes quickly and efficiently
- Used cash register when needed
- Stocked and monitored inventory

Education

Business Administration, Current

Baker - Allen Park, MI

High School Diploma: 2006

Clintondale Highschool - Clinton Twp, MI

References Available Upon Request