Barbara Southard

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Summary

Very driven and a fast learner! Attention to detail and can work in fast paced environments. Works well under pressure.

Dependable and can work overtime if needed.
Authorized to work in the US for any employer
Willing to obtain any certifications needed to properly and effectively perform work duties.
Being in a lead position is my strong preference. Ensuring protocols are being kept and safety procedures are being followed are some basic skills I have acquired through my career.
Very down to earth humble person - always strive to be better today than yesterday!

Keller was a third party company (contract did not get renewed) so they closed down at the end of October 2022

Willing to relocate: Anywhere

Work Authorization

Authorized to work in the US for any employer

Work Experience

Supervisor

Automated Solutions LLC • Statesville, NC

May 2023 to February 2024

Started extruder machine on startup days.
Completed line checks throughout shift to ensure quality and correct measurements were being followed.
Made sure all employees were following PPE guidelines and utilizing proper safety protocols.
Shut extruder down on shut down days.
Rolls of foam were produced.
Inventory control and quality inspection were performed. Lead a team of 4-5 people. Sample test of foam cells tested every half hour. Detail oriented and basic math skills were essential for this position. Logs were filed/kept via paper and electronically every hour.

Supervisor

Keller Logistics • Statesville, NC

November 2020 to October 2022

I was the supervisor of the warehouse and filling in as the shipping/receiving clerk(I started out as a clerk and moved up into supervisor position) I worked with Excel, Microsoft Word, Outlook and Manhattan Scale - I handled all inbound and outbound truck loads - got the driver checked in and put into a dock door to be loaded or unloaded. I also filled in as a forklift operator when needed. I performed daily inventory checks(cycle counts) Weekly/monthly warehouse GDP audits were done by me as well. I sent out daily shift report emails and sent emails if there was a issue with an order. I sent out end of shift emails stating how much freight was going out or coming in for the day as well as total product we had on hand. Utilized the 5S standards/good housekeeping. I supervised a small crew of about 10 people.

Receptionist/Sales Associate

Huffman Transmissions • Statesville, NC

July 2020 to April 2022

Greeted customers as they entered office and provided quote and sent to bay for service if needed/available. Handled all transactions and documented electronically. Performed outside sales for new customers. Proficient in all basic computer software applications (word, excel, quickbooks, etc.)

Line Attendant
Bov Solutions • Statesville, NC
April 2019 to March 2020
Packed sunscreen cans and performed quality checks throughout the shift.

Border Puller
Mitchell Gold + Bob Williams • Hiddenite, NC
May 2007 to June 2008
Pulled furniture borders prior to being sewed. Inspected prior sewing to be sent to final cushion sewing.

Machine Operator
Mack Molding • Statesville, NC
July 2007 to February 2008
Ran mold machine. Inspected parts for quality after machine produced product.

Swatcher
Craftmaster Furniture • Hiddenite, NC
June 2006 to May 2007
Inserted brass rings for swatches.

Education

Business Administration (Associate's degree)
Strayer University-North Carolina • Remote
October 2023 to September 2025

High school or equivalent
West Iredell High School • Statesville, NC
August 2000 to May 2005

Licenses and Certifications

Forklift Certification
April 2022 to Present

Driver's License
October 2023 to August 2031

Skills

Computer skills (2 years) · OSHA · Sales · Management · Warehouse management system · Line Checks · Materials Handling · iOS · Shipping & Receiving · Driving · Purchasing · Order fulfillment · Procurement · Forklift · Computer skills · Manufacturing · Customer service · Microsoft Outlook (1 year) · Machining · Order Picking · Math · Inspection · Freight Experience · Communication skills · SAP · Microsoft Excel (2 years) · Freight · 5S · Accounts receivable · Supervising experience · Warehouse Distribution Experience · Team management · Door-to-door · Windows · Employee relations · Teaching · Load & unload · Microsoft Excel · Microsoft Word · CRM software · Logistics · Time management · Lift truck · Clerical experience · Data entry · Packing · SAP ERP · Typing · RF Scanner · Production planning · EDI · Phone etiquette · Writing skills

Microsoft Powerpoint | Microsoft Office | Inventory management | ERP systems | Warehouse Supervisor Experience | Communication skills (2 years) | Warehouse Experience (10+ years) | Office experience | Inventory control | Warehouse experience