

ShayWanna Page

Louisville, KY 40210
(502)885-2837
shaypage93@icloud.com

EXPERIENCE

Supervisor

HEARN INDUSTRIAL SERVICES - Louisville, KY

JULY 2022 to PRESENT

Supervision of 15+ employees, Timesheet input, Email reconciliation, Computer applications including CMMS, Zebra Resource Manager, Microsoft Office products including but not limited to Excel, Internet Research, dispatching drivers, inbound/outbound calls, multi line phone operation, record keeping, trailer status verification, company vehicle operation, customer service, data entry.

Lead Administrative Assistant - Scales

UPS - Louisville, KY

JUNE 2022 to JULY 2022

Computer applications including ASMA, ALP, Internet research, record keeping, weighing containers, attention to detail, data entry, conflict resolution, new-hire training, mentoring.

Quality Check Clerk

MCKESSON - Louisville, KY

NOVEMBER 2020 to OCTOBER 2021

Freezer crew, ensure quality of product and packing process, verifying shipping information, recordkeeping, mentoring, international/domestic order processing, batching, SAP, computer applications including Microsoft Office products

EDUCATION

Culinary Arts Diploma

Whitney M. Young - Simpsonville, KY

SEPTEMBER 2011 to January 2012

SKILLS

- QuickBooks
- Property Management
- Microsoft Outlook products
- Leadership
- Database management
- Analysis skills
- Data collection
- Administrative/Clerical experience
- SAP

LANGUAGES

English

High School Diploma - Advanced Program

Pleasure Ridge Park High School

AUGUST 2007 - MAY 2011

Certifications and Licenses

Registered Pharmacy Technician - Kentucky

February 2021 to February 2023

Registered Pharmacy Technician

** REFERENCES AVAILABLE UPON REQUEST