

# Fern Monheit

Operations Supervisor

✉ [fern.monheit@gmail.com](mailto:fern.monheit@gmail.com)

☎ (811) 711-4266

📍 Anchorage, AK

## EDUCATION

Associate of Applied Science in  
Business Management at University  
of Alaska Anchorage

Apr 2019 - May 2023

Relevant Coursework: Principles of  
Management, Financial Accounting,  
Business Law, Marketing Fundamentals,  
Human Resource Management, and  
Organizational Behavior.

## LINKS

[linkedin.com/in/fernmonheit](https://www.linkedin.com/in/fernmonheit)

## SKILLS

ERP Systems

Lean Six Sigma

SAP

JIRA

Kaizen

Microsoft Excel

Gantt Charts

## LANGUAGES

English

German

## HOBBIES

Photography

Gardening

Cooking

## PROFILE

Dynamic Operations Supervisor with 2 years of experience, driven by a passion for efficiency and continuous improvement. Skilled in streamlining processes and fostering team collaboration. Eager to embrace new challenges and expand expertise in operational excellence.

## EMPLOYMENT HISTORY

### ● Operations Coordinator at Amazon, AK

May 2025 - Present

- Spearheaded a cross-functional team to streamline the inventory management process, reducing discrepancies by 18% within six months.
- Developed and implemented a new scheduling system that improved workforce efficiency by 27%, resulting in increased throughput during peak seasons.
- Coordinated logistics for over 150 high-priority shipments per month, ensuring on-time delivery rates of 99.2%.
- Led training sessions for 25+ team members on operational best practices, fostering a culture of continuous improvement and innovation.

### ● Operations Assistant at FedEx, AK

Apr 2023 - Apr 2025

- Coordinated logistics for over 2500 daily shipments, enhancing efficiency by implementing a streamlined tracking system that reduced delivery errors by 15%.
- Developed a training module for new hires, increasing onboarding effectiveness and reducing the average training time by 20% while boosting team productivity.
- Collaborated with cross-functional teams on a cost-reduction project that saved the company approximately \$150,000 annually through optimized resource allocation.
- Analyzed operational workflows to identify bottlenecks, leading to a proposal implemented company-wide that improved processing speed by 30%.

## CERTIFICATES

### Certified Supply Chain Professional (CSCP)

Feb 2024

### Lean Six Sigma Green Belt

Jun 2022

## MEMBERSHIPS

### APICS

### ISM