**SHANE H. LAYWELL**

**2026 Huron Ave. Springfield, OH 45505 | 937-324-2263 [H] | 937-207-6574 [C] | sklaywell@att.net**

**Summary of Qualifications**

I have several years of experience in inventory control, Microsoft Office Suite and Windows OS Proficiency. I also have performed documentation and reporting in various job settings. Communicate effectively and efficiently with supervisors and coworkers to achieve company goals. I utilize analytical and critical thinking to solve problems that may arise.

**PROFESSIONAL EXPERIENCE**

**TAC INDUSTRIES,** Springfield, OH 10/2020-9/2022

**Military Cargo Net Repairer/Builder**

* Glue new rings/hooks straps, duckbill straps, center straps, etc. for new net department
* Prepare nets for repair by cutting off metal rings/hooks that need to be replaced
* Sort good rings/hooks into bins for replating and bad rings/hooks for recycling
* Glue replated rings/hooks to new straps as needed for net repair

**GOODWILL EASTER SEALS MIAMI VALLEY**, Springfield, OH 7/2017-6/2020

**Sales Clerk**

* Greeted customers and performed customer service
* Operated a cash register and reconciled cash drawer nightly
* Stocked/restocked clothing and other household items

**BON-TON STORES INC**, West Jefferson, OH 6/2015 - 2/2016

**Trouble Triage Associate**

* Researched and resolved inventory variances and completed of system enhancements
* Updated and adjusted inventory to ensure adequate supply
* Focused on product storage, inventory control, order correction and other measures

**EXEL LOGISTICS**, Springfield, OH 7/2012 - 6/2015

**Laborer/Warehouse Personnel**

* Categorized, consolidated and packed up to 500 merchandise shipments daily
* Conducted quarterly inventory processes using a mobile computer and RFID scanner
* Trained all seasonal hires
* Completed all initiatives ahead of deadline or in alignment with assigned time frame

**VOLUNTEER EXPERIENCE**

**Springfield Regional Medical Center**, Springfield, OH 2/2017 - 6/2017

Pharmacy Courier

* Delivered medications from the pharmacy to different floors of the hospital
* Assisted pharmacy staff with unit-dose by packaging medications and/or checking expiration dates
* Stocked saline flushes on the nursing units one time per shift

**EDUCATION**

**Bachelor of Arts**, Business Management, Ohio Christian University (2014, GPA: 3.84, Magna cum Laude)

**Associate of Applied Business**, Computer Networking, Clark State Community College (2011)

**Certificate**, Network Administration, Clark State Community College (2011)

**Certificate**, Cyber Security, Clark State Community College (2011)

**IT TRAINING**

PC/Networking I-III | Information Technology | Cyber Security Management I, II | Business Law Basics Administering MS Windows 7 & Server 2008 | Cyber Security OS & Networks | Advanced Network Topics | Cyber Security Firewall Technology | Cisco Associate I | Workgroup Technology | Logistics Management

**References Available Upon Request**