

Ann Marie Kemnitz

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An experienced professional with a diverse background. I have an extensive background from Admin supporting Executive's ,Training, Human Resources, Maintenance, Customer Service, Inventory management, Logistics and Accounting in; printing Ink Manufacturing, Pharmaceutical (FDA Regulated), Steel Manufacturing Industries and manufacturing industries. A dependable, multi-task, self-starter, capable of working independently. Reputation for going above and beyond expectations. Proficient in MS Office; Word, Excel, PowerPoint, Access, Outlook, Oracle 11i, Plateau, SAP, Adobe, Teams, Zoom, HRIS, Workday and Kronos 8.0. I was project Manager, of implementing a new payroll system for a union facility.

~~Calendar year July 2021-July 2024~~ I took time off for a personal family matter and I'm eager to return to the working field.

~~Any dates where I am not employed is due to contract positions.

Authorized to work in the US for any employer

Work Experience

Operations/Fleet Manager

Swift Transportation

October 2022 to February 2023

Lead a fleet of 10+ drivers and manage driver availability to maximize productivity of their fleet. Routinely review P/L for assigned area and find ways to maximize profitability.

- Develop high performing drivers through daily interactions, coaching and positive reinforcement.
- Meet drive home time expectations by actively managing expectations and keeping commitments.
- Maximize P/L for all assigned tractors and trailers. 3PL
- Proactively manage safety performance to achieve insurance and claims cost as a percentage of revenue targets.
- Driver Safety - discussed driver safety with drivers. Monitored speed and safe distance.
- Contract position

Client Care Coordinator

Dept. of Rehabilitation Services-Kankakee, IL

March 2011 to July 2021

- Manage 7 caregivers for clients care needs in home health. Follow DON requirements, scheduling of caregivers for 24/7 shift(s).

HR Coordinator

Connect Search LLC-Manteno, IL

April 2020 to December 2020

- Responsible for all HR functional areas within the facility to include talent acquisitions, employee/labor relations, training and development, compensation, Manage payroll, & HRIS system benefits, change management, workforce planning. Own and improve hiring process.
- Travel Arrangements.
- Own and continuously improve on-boarding & orientation within the location.
- Ensure consistent, timely and accurate application and compliance laws.

- Safety Orientation for new hires
- TRACK COVID RELATED ATTENDANCE AND OTHER RELATED ATTENDANCE
- CONTRACT position

Logistics Specialist

BASF Corporation (Contractor)-Kankakee, IL
June 2018 to June 2019

- Rail Command, Bulk Shipments and VOD (schedule all inbound/outbound)
- Batch Ticket Variance - audit batch tickets and scale tickets on a daily basis
- 3PL
- Receive Raw Materials into SAP Inventory Management, WIP, monitored inventory
- Service Entry into SAP for Acct. Accounts payable.
- Payable/Process freight invoices (rail and truck)
- Customer Service
- checked in drivers
- Send out samples of product from the lab. Receive samples from Germany into SAP. Inventory Control in SAP
- Tariff codes
- Domestic and international shipping knowledge
- Safety Committee
- CONTRACT position~long term

Payroll Specialist

Valspar/ Sherwin Williams-Kankakee, IL
September 2016 to December 2017

- Assisting in implementation and managing the Kankakee site of the new payroll system Kronos.
- Various administrative duties as assigned.
- HR Functions / Process new hires.
- Process payroll - make sure payroll balances on a daily basis, report(s) for attendance, overtime, reports, bi-weekly submitted payroll (union, non-union employees).
- Batch Ticket Variance - audit batch tickets on a daily basis in Oracle 11i to ensure they are correct. WIP, inventory , Scan batch tickets.
- Admin for the Paint Side and EPS side - various duties as assigned. Back up for HR; Cintas, badge security, maintain equipment, catering for meetings, assist with FMLA/STD/LTD, attendance tracking, catering, conference room arrangements for meetings internal and external. Assisted Site Manager, ensure daily tasks were completed in a timely manner.
- CONTRACT ~long term

Benefits Analyst

CIBC, Inc.-Kankakee, IL
October 2012 to May 2013

- Supports consulting staff, provides analysis of employee benefit plans, monitors renewals, and prepares material for employer proposals, as well as enrollments and employee education sessions.
- Supports employer-designated group contact with plan administration issues.
- Customer service.

Admin/Inventory Control

TOCA Enterprises-Manteno, IL
March 2011 to October 2012

- Analyze inventory data and generate reports to assess stock levels, turnover rates, and inventory accuracy.
- Process daily freight shipments and maintain/manage the Manteno inventory system. WIP, cycle counts, monitored inventory levels.
- Cycle counts, Process BOL and invoicing for shipments.
- Customer Service
- Generate purchase order to replenish stock.
- Accounts Payable/Receivable.
- Make deposits for bank.bank reconciliation
- 3PL
- International shipping/receiving

Executive Administrative Assistant to CEO

Hostmann-Steinberg-Kankakee, IL

April 2007 to January 2009

- Provided daily assistance to the CEO and Sales Team performing a wide variety of administrative functions.
- Travel Arrangements for CEO, CFO, COO and Sales staff.
- Scheduled appointments, composed memos, dictation, research/training classes & created presentations, generated reports, handled multiple projects at one time for many locations (Sales Directors & Staff), over sought all CEO, Directors, Regional Sales, Sales and Managers schedules and travel.
- Maintained calendar for CEO and all Sales Team scheduled appointments; travel; rental car and meeting rooms.
- Generated monthly sales and travel reports (sent reminders to send monthly reports).
- Supported and Assisted the Customer Service Department. Intake of orders, inventory, customer complaints, shipments, accounts payable, procurement and expense reports, inside sales, etc.
- Human Resource

HR and Compliance Coordinator

Midwest Transit-Kankakee, IL

January 2005 to April 2007

- Assisted Human Resource Director and Managers with new hire process. Recruiting, new hire orientation, application process(drug screen/background check), interviewing, tax forms, health/life insurance benefits, 401K, random drug screening, safety (compliance), employee handbook (policy/procedures), attendance tracking, disciplinary action, enforced Safety Rules & Regulations, record/time keeping of employees, STD/LTD/ FMLA, disciplinary action, drug testing and all other HR functions. Over sought training for company (5 locations).
- Generated census reporting, OSHA, Safety and work comp reports (DOT Program)-
- Driver application/compliance program.
- Managed approx. 100 (corporate wide) drivers for the company, and staying compliant with DOT regulations.
- Over sought training for company (5 locations) for CDL drivers.

Training Coordinator

Aventis Pharmaceuticals-Kankakee, IL

May 1999 to June 2004

- Provided a wide range of administrative support for 15 members of Training Department including typing, filing, travel arrangements and accounting functions.
- Research and schedule coordination. Continuously alerted departments of training needs to ensure compliance with FDA requirements for 900+ employees on a daily basis.

- Training Coordinator for New Hire Orientation for both German and English. .
- Assisted Training Manager/Specialists on a daily basis with multiple tasks including budget forecast (monthly budget always at least 10% under budget), and with submissions to the State of Illinois (DCCA) for grant monies. We were awarded \$40,000 in grant monies.
- Coordinated monthly training events, both internal /external and outside training firms.
- Scheduled 50+ Health and Safety programs annually.
- Scheduled new employees for orientation the week of employment which occurred 2 times a month and alerted the necessary staff.

Accounting Clerk

Nucor Steel-Bourbonnais, IL

November 1997 to May 1998

- Supported various departments, accounts payable and receivable.
- Receptionist/Customer Order Entry-Service/Accounting Clerk (freight invoices)/ Inside Sales
- Physical inventory cycle counts
- Generated daily shipments/scale tickets and mill test reports, processed daily scrap material receipts. Clerical support for plant management. EPA data recording

Education

Some college in Medical Billing & Coding

Kankakee Community College - Kankakee, IL

July 2024 to Present

Skills

- CGMP
- Kronos
- SAP
- Employee orientation
- Human resources
- Freight
- Accounting
- Account management
- Supply chain
- Logistics
- Office management
- Forecasting
- Procurement
- ERP systems
- Management
- Event planning
- Financial report writing
- Purchasing

- Auditing
- Customer service (10+ years)
- Human resources
- Payroll management
- Union payroll
- Time management
- Payroll
- Accounts payable
- Accounts receivable
- General ledger accounting
- General ledger reconciliation
- ERP systems
- Benefits administration
- Kronos
- Forecasting
- SAP
- Customer relationship management
- Account management
- Supervising experience
- Inventory control
- Manufacturing
- Production planning
- Freight
- Logistics
- Warehouse experience
- Account reconciliation
- Leadership
- Office management
- Workday
- Purchasing
- Recruiting
- Training & development
- Workers' compensation
- FMLA
- Employment & labor law
- SAP Supply Chain Management
- HIPAA
- HRIS
- Warehouse management system
- Compliance management

- Payroll
- Organizational skills
- Microsoft Office
- Microsoft Excel
- Time management

Certifications and Licenses

Driver's License