

Cheyenne South

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Professional Summary

To Whom It May Concern,
My name is Cheyenne South,

I am writing to introduce myself to you, hoping that you will agree to work with me this year to develop my career goals. I am interested in interning in your workplace to explore career opportunities and learn about career fields. My experience has given me good leadership abilities. I have learned how

to take full responsibility and challenge myself. I am interested in working with you because I would like an experience. I enjoy working in a team environment, and I get along well with people. In my past work experience, I implemented a system to help organize communication between my coworkers to enhance our productivity as a team. I believe that I have a lot to contribute to a team environment, and am comfortable in both leadership and contributor roles. I'm outgoing, friendly, and have strong communication skills.

Willing to relocate: Anywhere

Work Experience

Buyer

Woman's Hospital of Baton Rouge | Baton Rouge, LA

May 2024 to Present

Responsible for the acquisition of products for the hospital. Provide product research as well as operational budget development and other services to assigned cost centers. Manages and maintains GHX dashboard for submitted requisitions, submitted purchase orders, and discrepancies. Acts as a facilitator between various departments and suppliers on multiple issues such as product and requisition discrepancies. Works with clinical staff on the initial response for options on discontinued products, extended lead times, and/or backorders. Works with inventories to ensure proper stocking. Responsible for verifying contract pricing and resolving discrepancies with vendors to ensure proper invoicing. Supports and utilizes GPO contracts as the basis for product recommendations to the customers. Follows up daily on all open and backorders. Set up new items and vendors in the item/vendor dictionary and communicate information to departments and Accounting. Works with the appropriate department and vendor to create, revise, and maintain required items within the clinical CDS kits. Responsible for supporting the Materials Management (MM) module. Responsible for assigned departments and exception reports i.e., investigation, communication, and adjustments of invoice discrepancies within 3.01%. Performs comprehensive research on unavailable products for communication regarding backorders and procurement of alternate products. Works closely with Accounting to resolve discrepancies. Responsible for communicating and processing product recalls. Maintain credit card receipts and complete monthly reconciliation. Participate in Perioperative/Clinical meetings as assigned by Materials Management Director/Manager. Ensure vendors are notified of product complaints, products returned, and resolutions communicated to the department. Performs various duties as assigned by Materials Management in accordance with the policies and procedures of Woman's Hospital.

Special Education Paraprofessional

East Baton Rouge Parish School System | Baton Rouge, LA

August 2024 to May 2025

Prepare the classroom to promote a healthy and safe learning environment

Ensure classroom safety guidelines are met at all times

Utilize various techniques to be successful with managing students

Engage with children to enhance and encourage learning

Assist the teacher in modifying materials to meet the specific needs of a child

Provide basic caregiving duties, support, and encouragement in all aspects of development

Assist with other personal or physical care assistance

Take necessary precautions to protect students

Monitor the classroom and minimize distractions and disruptions

Perform other duties as assigned

Coordinating with the teacher on lessons and daily classroom activities

Assisting other educators with administrative tasks like paperwork and reports

Communicating with children and helping them understand lessons.

Support students with disabilities in a classroom setting, assisting teachers in implementing IEPs, providing instruction, and managing behavior, while also supporting students' personal and academic needs.

Assisting students in achieving academic success

- Working with students who may be aggressive or disruptive in class
- Behavior support which includes physical management (training provided upon hire)

Personal care

Social integration

Consultation and collaboration with Special Education and Regular Education

Teachers as well as related service staff

Any and all other duties as may be assigned per the Vernon Paraprofessional

Handbook and Evaluation Plan

Supply Chain Logistics Clerk Supervisor-Materials Management

Ochsner medical center | Baton Rouge, LA

June 2022 to May 2024

- Create the company's supply chain strategy
- Analyze data from shipping and delivering processes to find bottlenecks and other issues
- Evaluate and report on KPIs
- Monitor logistics to make sure they run smoothly
- Maintain supply chain inventory and records
- Train and guide employees
- Find cost-effective solutions for supply chain processes
- Resolve issues that come up (e.g. delays in delivery, accidents)
- Collaborate with other departments to create coordinated plans for business growth
- Develop and implement safety guidelines in all aspects of the supply chain (e.g. use of trucks, forklifts)
- Ensure supply chain processes meet legal requirements and standards
- Communicate and negotiate with suppliers and vendors to land more profitable deals
- Collaborates with other departments and stakeholders to identify and maintain resources needed to establish and provide an effective supply chain.
- Establishes performance metrics for measurement, comparison, or evaluation of factors affecting the supply chain.
- Develops and maintains detailed inventories of materials and supplies located in the company, at sites, and in the factory.
- Maintains required quantity of supplies and materials to optimize production.
- Analyzes current inventories and procedures; suggests improvements to increase efficiency of supply chain and profitability for the company.
- Develops policies to increase efficiency throughout the supply chain while ensuring quality and safety; implements subsequent changes to processes.
- Identifies optimal shipment and transportation routes with attention to consolidation of warehousing and distribution.
- Assesses the need for material-handling equipment and staffing; makes recommendations to ensure efficient loading, unloading, movement, and storage of materials.
- Negotiates prices for raw material and delivery with suppliers, vendors, and/or shipping companies.
- Participates as an advisory member of the product development team, providing information and guidance on availability and cost of supplies and materials.
- Acts as part of the team coordinating engineering changes, product line extension, or new product launches to ensure timely and orderly material and production flow transitions.
- Monitors the performance of suppliers, assessing their ability to meet quality and delivery requirements; identifies and qualifies new suppliers in collaboration with other departments.
- Performs other related duties as assigned.
- Responsible for the materials flow, processes, and documentation for the organization.
- Tracks inbound freight with Supply Chain Logic software utilizing PC's and handheld units.
- Monitors, generates, receives, and fills supply distribution requisitions using appropriate inventory management procedures.
- Distributes inbound freight and inventory items to appropriate designations.
- Stacking, sorting, rotating (FIFO), and organizing inventory
- Keeping stock neat and organized at all times
- Completing accurate cycle counts each month
- Maintaining accurate logs
- Operating electric lift and pallet jack
- Daily cleaning/sweeping of warehouse to maintain a safe environment

Accountable Property Officer

Federal Emergency Management Agency | Baton Rouge, LA

January 2022 to May 2023

Duties may vary based on assignment.

- Establish and maintain methods, procedures, and records to account for equipment purchases using computer operated software.
- Assist custodians with completing the disposal process of capital assets.
- Coordinate with property custodians to ensure all property is accounted for.
- Perform appraisals and/or assessments regarding the value of property based on condition and make recommendations as to the appropriate disposition.
- Maintain current records for a wide variety of accountable equipment materials.
- Assign property numbers, affix tags to accountable equipment, and record age, condition, and value.
- Assist custodians with transfer forms and any necessary documentation.
- Complete transfers, assignments and returns of assets to update any necessary changes.
- Conduct physical inventories throughout the agency to account for all capital and grant assets.
- Perform other related duties as required.
- Providing day-to-day operations support focused on property accountability and logistics for government assets
- Planning, executing, and managing infrastructure, logistics, and property accountability activities
- Conducting inventory of accountable equipment at the warehouse and reconciling inventory records
- Obtaining and maintaining receiving and issuance documentation to support property lifecycle tracking
- Supporting logistical planning and control, including development of short- and long-range logistics management plans
- Performing budget analysis and developing logistics databases
- Analyzing program logistical needs and applying military logistics management procedures and property accountability systems
- Interfacing with senior government officials and ensuring professionalism in all communications

WFH Customer Service Representative

Confidential Company | Louisiana

January 2020 to January 2023

- Respond to customer questions and concerns through phone, email, chat, or other support channels
- Resolve issues related to orders, billing, returns, shipping, accounts, or product usage
- Document customer interactions, resolutions, and follow-up actions in the company system
- Escalate complex or unresolved issues to the appropriate internal team
- Provide accurate information about products, services, policies, and processes
- Follow service standards, response-time goals, and quality assurance guidelines
- Maintain customer satisfaction by delivering timely, professional, and helpful support
- Stay updated on company offerings, internal workflows, and service procedures
- Log in to customer support systems and review open tickets, messages, or call queues
- Assist customers with questions, complaints, or account-related requests throughout the day
- Update records in the CRM or help desk platform after each interaction
- Troubleshoot common issues and guide customers through step-by-step solutions
- Coordinate with internal departments such as billing, operations, or technical support when needed
- Follow up with customers to confirm that issues have been resolved
- Track recurring issues and share useful feedback with supervisors or team leads
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Pest Control Technician

Terminix

June 2021 to June 2022

- Inspect property to ascertain possible sites of pest invasion and determine treatment type required to eliminate and prevent infestation.
- Identify invading pests, including: rats, termites, snakes, wasps, ants, spiders, mosquitoes, or bed bugs.
- Create Wood Destroying Insect reports including recommendations.
- Measure area dimensions requiring treatment.
- Create/coordinate with CA to create termite treatment estimates.
- Apply chemical solutions, powders, and granules on or near surfaces of a building or house to eliminate pests.
- Ensure safety procedures are followed for application and reentry.
- Utilize appropriate protective gear and equipment during application.
- Cut or bore into buildings to access infested areas.
- Make minor exclusions including installing bath trap covers.
- Set mechanical traps and place bait.
- Remove dead rodents after extermination or live animals after trapping.
- Keep service vehicle organized, professional, clean and follow all TDA related regulations.
- Maintain proper inventory of tools, equipment, and materials in company vehicle.
- Maintain professional appearance including clean company uniform, appropriate footwear and maintaining personal hygiene.
- Build positive, strong relationships with clients. Work to exceed client expectations. Make suggestions to clients on how to avoid pest problems when appropriate. Report to client contact person before and after providing pest prevention services. Whenever possible, explain actual or potential problems to clients face-to-face. Manage clients through company provided technology.
- Know and adhere to all TDA regulations as well as follow all label instructions.
- Participate fully in training opportunities provided to enhance knowledge and to meet requirements for licensing.
- Respond cooperatively with requests for help from fellow employees.
- Work flexible schedule as required to meet client expectations, including occasional weekends and evenings. Manage schedule and route to find ways to include unscheduled events into daily route. Respond to client complaints as quickly as possible after receiving notification.

Human Resources Specialist

Madison Parish School District | Tallulah, LA

January 2017 to January 2021

- Recruiting and onboarding new employees, including posting jobs, screening applicants, scheduling interviews, and processing new hire paperwork.
- Explaining employee benefits and assisting with enrollment in health insurance, retirement plans, and other benefit programs.
- Maintaining accurate personnel records and ensuring employee files comply with federal, state, and organizational policies.
- Assisting employees and supervisors with questions about HR policies, leave, payroll, and workplace procedures.
- Processing employment actions such as promotions, transfers, salary changes, and terminations.
- Ensuring compliance with employment laws, regulations, and company policies.
- Coordinating employee training, orientation, and professional development programs.
- Supporting performance management by tracking evaluations and assisting managers with the review process.
- Investigating employee concerns and helping resolve workplace issues while maintaining confidentiality.
- Preparing HR reports and analyzing workforce data related to staffing, turnover, and other personnel metrics.
- Assisting with compensation and classification activities, depending on the organization.
- Supporting payroll by verifying employee information and ensuring personnel actions are processed accurately.
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Correctional Officer

Madison Correctional Facility | Tallulah, LA

May 2014 to May 2017

Enforce rules and keep order within jails or prisons

Supervise activities of people in custody

Inspect facilities to ensure that they meet security and safety standards

Conduct searches in the facility, such as of persons and property, for rule violations

Report on the conduct of people in custody

Escort and transport people in custody between jail, courtroom, prison, or other point

Bailiffs typically do the following:

Ensure the security of the courtroom

Enforce courtroom rules

Follow court procedures

Escort judges, jurors, witnesses, and people in custody into and out of the courtroom

Handle evidence and deliver court documents

Supervision of inmates and inmate activity in detention facilities.

Provides care and correctional treatment of inmates.

Manages inmate holding areas.

Ensures that inmates remain in custody.

Transports and escorts inmates within secured areas according to relevant laws, policies, and procedures.

Contributes to the maintenance of institution security.

Performs searches on inmates and visitors.

Checks mail for contraband, such as weapons or drugs.

Prepares incident reports and other documentation.

Enforces rules and regulations governing facility security, inmate conduct, and inmate accountability.

Conducts accurate headcounts.

Inventories inmates' personal property and issues receipts.

Break up physical confrontations and protect inmates and fellow officers from harm.

Provides emergency assistance as needed, including but not limited to CPR, first aid, escape of inmates, and evacuation procedures.

Administrative Assistant

SOUTHWEST LOUISIANA AHEC | Baton Rouge, LA

January 2012 to January 2017

Handling administrative requests and queries from senior managers

Organizing and scheduling appointments with admin software

Planning meetings and taking detailed minutes

Answer and direct phone calls

Organize and schedule appointments

Plan meetings and take detailed minutes

Write and distribute email, correspondence memos, letters, faxes and forms

Assist in the preparation of regularly scheduled reports

Develop and maintain a filing system

Update and maintain office policies and procedures

Order office supplies and research new deals and suppliers

Maintain contact lists

Book travel arrangements

Submit and reconcile expense reports

Provide general support to visitors

Act as the point of contact for internal and external clients

Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

Report to the administrative lead or office manager for daily updates, accomplishments, and any issues requiring attention.

Manage daily administrative tasks, including answering phones, scheduling, and organizing documents.

Coordinate team meetings and events and prepare agendas.

Assist in project management by tracking deadlines and facilitating communication.

Handle expense reporting, invoicing, and basic accounting tasks.

Liaise with vendors and clients, providing excellent customer service.

Maintain office supplies and manage inventory.

Assistant Store Manager

Roots Farm and Garden

February 2012 to March 2014

- Assist in the training, coaching and development of employees as necessary using Top Star Express training methods
- Support, uphold, and enforce all company policies including any local, state and federal laws
- Assist in achieving store's sales goals set with your store manager/district manager/operations manager
- Assist in effectively control losses and help increase profits
- Maintain high standards of the Top Star Express image
- Ensure practice of safety, security, and environmental procedures
- Complete required reports and paperwork in a timely manner
- Order, receive, and display merchandise according to specific Top Star Express plan-o-grams, procedures, and policies
- Properly display, rotate, and promote all shippers within the store
- Implement promotions and suggestive sell
- Work with vendors in accordance with company policy and procedures
- Ensure that all areas of the store (especially the coffee area, the food service area, restrooms and forecourt) are clean, well-stocked, and ready for business
- Delegate and oversee completion of all work on assigned shift
- Attend training classes and assistant manager meetings as assigned
- Receive and process incoming shipments, verifying accuracy and inspecting for damage.
- Organize and store inventory in designated areas using pallet jacks, hand trucks, and other warehouse equipment.
- Perform regular inventory counts and update records to maintain accurate stock levels.
- Pick, pack, and prepare customer orders for shipment according to company standards.
- Ensure shipping orders are accurately documented and labeled.
- Coordinate with shipping carriers for timely pickup and delivery of goods.

Maintain a clean and organized warehouse environment by regularly cleaning and organizing storage areas. Inspect and report maintenance needs for warehouse equipment and facilities. Follow safety protocols to ensure a safe working environment for all employees. Maintain accurate records of inventory movements, shipments, and receipts. Assist in preparing reports on inventory levels, shortages, and other warehouse activities. Communicate effectively with supervisors and team members to coordinate tasks and resolve issues.

Education

Associate's degree

Ultimate Medical Academy-Clearwater

August 2021 to January 2026

High school diploma

Tensas High School | Saint Joseph, LA

August 2009 to May 2014

Upper secondary education

Skills

Interpersonal skills	Telecommunication	Computer operation	Production planning	Phone call
management	Accounts receivable	Janitorial experience	Press brake machine	Manual packaging
Data Visualization	HIPAA	Packing	Ethernet	Problem-solving
			Collections account management	
Time management	Press operation	Loader operation	Software troubleshooting	Office activity

coordination Research Pallet jack Manufacturing maintenance Purchasing Organizational skills Sourcing Order entry Budgeting Canva LIHTC Business Analysis Demolition SASS Microsoft PowerPoint Product development Written communication Hand tools Cycle counting inventory management Accounting data entry Materials handling Warehouse experience Inventory management Marketing Process improvement Construction Clerical experience Data collection Merchandising Contracts Correspondence management Team development Fraud Compliance management Manufacturing Computer literacy Google Workspace Typing Hiring Assembly Sales administration Human resources Prepress Sales Pricing Data entry Pest Control Finished product defect inspection SQLite Restoration Manufacturing facility experience Emergency Management Forklift SharePoint Layout design Documentation review Administrative experience Basic math Bookkeeping Microsoft Office Computer skills Staff supervision Supplier management Heavy lifting Basketball Financial data management Freight Maintaining an organized workspace Metal fabrication Electric pallet jack Phone communication SAP Wastewater treatment Filing Dashboard development Microsoft Excel Microsoft Outlook Machine operation Office experience Power tools Medical terminology AI General ledger accounting Microsoft Word Data Warehouse Recruiting Map reading Data Analysis Accounts payable Warehouse supervisor experience Retail math Restaurant experience Instant messaging app Math Physical inventory counts for inventory management Warehouse management system Talent acquisition Logistics Teaching ERP systems Scripting Spreadsheets Random inventory counts for inventory management Network administration Active listening QuickBooks Office management Inventory optimization Dispatching Attention to detail OSHA Employment & labor law Retail management Industrial equipment Supply chain Numeracy CCTV Shop math Customer support Teamwork Customer service

Languages

English

Certifications and Licenses

Food Handler Certification

Forklift Certification

TWIC Card

December 2027

Transportation Worker Identification Credential (TWIC)

December 2022 to December 2027

Twic card number 26176599

Driver's License

ARSC Basic Orientation Plus

Child Development Associate Certification

Armed Security License

First Aid Certification

Non-CDL Class C

Pest Control License

Pesticide Applicator's License

Additional Information

Authorized to work in the US for any employer