

# DEANDRA ADAMS

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Highly experienced manager with over 10 years' experience in leadership and general operations across a broad range of industries, with a history of increasing efficiency and strong results.

## EXPERIENCE

### 10/2013-PRESENT

#### OPERATIONS MANAGER, SERVICE PLUS PRESERVATION, LLC

- Responsible for dispatching field crews to various properties; keeping track of 25 field employees and 15 sub-contractors to ensure each project is on track to be completed in a timely manner.
- Work closely with office management team to ensure that all documentation from the field is completed and received in a timely manner.
- Inspect field crews work by spot checking work to ensure that work is being done to client's standards.
- Train new crew members and sub-contractors by providing mentoring, coaching, and recommending performance improvements to field crews.
- Calculate cost estimates for various jobs for both our residential and commercial clients to determine project scope; determine hours and labor needed for each project.
- Work closely with residential customers to ensure their needs are being met and work is being done according to their specifications.

### 05/2008 - 10/2013

#### WAREHOUSE SUPERVISOR, INNOVATIVE DISTRIBUTION SERVICES

- Spearheaded production and service goals by overseeing 22 warehouse employees through receiving, stocking, item slotting order selecting, and shipping activities.
- Trained employees on pit equipment such as forklift, cherry pickers, pallet jacks, and other various equipment and machines.
- Ran scheduled reports and additional reports using SAP as needed to support the warehouse team activities.
- Worked closely with upper management and clients to ensure that all standards or work and OSHA guidelines were consistently being followed accordingly.
- Responsible for training and inducting new employees.
- Resolved customer and supplier queries via email and telephone.

## EDUCATION

### 1989-1993

#### HIGH SCHOOL DIPLOMA, WESTWOOD HIGH SCHOOL

## SKILLS

- Team oversight
- Preventive maintenance
- Management
- Inventory management

- Equipment operation

- Customer Service