

DOMINIQUE COLWELL

| Humble, TX | (346)370-6334 | chrisshell98@hotmail.com

Results-oriented professional with a Bachelor of Science degree and 8+ years of experience managing and optimizing logistics and supply chain processes. Skilled in coordinating daily operations, ensuring seamless workflow, and improving efficiency within high-paced environments. Proficient in data analysis, process improvement, and team collaboration, with a strong focus on enhancing customer satisfaction and achieving organizational objectives. Adept at handling multiple tasks simultaneously while maintaining high standards of quality and compliance. Committed to contributing positively to any team or organization.

CORE COMPETENCIES

MS Office Proficient	Operations Management	Logistics
Data Management	Emergency Planning	DRO / SAP
Adaptability	Conflict Resolution	
Regulatory Compliance	Train Crew	
Inventory Specialist	Administrative Support	

PROFESSIONAL EXPERIENCE

Union Pacific | Houston, TX

January 2025 – May 2025

Train Crew

- Work safely in a timely manner to complete the movement of customer's freight.
- Maintain availability for on call rotation. Eligible to work nights, weekends and holidays.
- Certified conductor
- Certified to control the locomotives remotely.

FEDEX GROUND | Houston, TX

January 2020 – March 2024

Sr. Operation Administrator

- Led and managed daily operations, ensuring timely and accurate delivery of services.
- Developed and implemented strategies to improve operational efficiency, reducing any company incurred cost.
- Collaborated with cross-functional teams to streamline processes and enhance customer satisfaction.
- Utilized data analytics to monitor performance metrics, identified areas for improvement, and drove strategic initiatives.

DGM USA | Houston, TX

December 2018 - September 2020

Chemical Agent / Expeditors

- Coordinated the shipment of hazardous materials, ensuring compliance with all local, state and federal regulations.
- Managed inventory control for chemical products, maintaining accurate records and ensuring proper storage.
- Conducted regular safety audits and training sessions, leading to a reduction in workplace incidents.

- Developed and implemented standard operating procedures (SOPs) for handling and transporting dangerous goods.

MD ANDERSON | Houston, TX

January 2017 - March 2018

Assistant Nursing Staff

- Supported patient mobility and personal hygiene needs, maintaining a respectful and compassionate approach.
- Prepared and maintained patient rooms, ensuring cleanliness and availability of necessary supplies.
- Provided emotional support to patients and their families, addressing concerns and facilitating communication with healthcare providers.
- Assisted nursing staff in providing comprehensive care to oncology patients, ensuring comfort and safety.

RIGHT TOUCH TAXES | Houston, TX

January 2016 - July 2017

Office Manager

- Managed client relations, ensuring exceptional customer service and timely responses to inquiries.
- Supervised and trained administrative staff, fostering a collaborative and productive work environment.
- Oversaw daily office operations, ensuring efficiency and effectiveness in administrative tasks, while managing office supply inventory.
- Handled financial tasks including bookkeeping, invoicing and payroll processing while keeping client tax documents organized during tax season.

HOUSTON METHODIST HOSPITAL | Houston, TX

December 2015 - June 2016

Medical Records Clerk

- Utilized electron health records (HER) systems to enter, update, and retrieve patient information.
- Ensured compliance with HIPAA regulations and hospital policies regarding patient confidentiality.
- Coordinated with healthcare providers to obtain necessary documentation and resolved discrepancies in patient records.
- Performed regular audits of patient records to ensure accuracy and completeness.

BAYLOR COLLEGE OF MEDICINE | Houston, TX

April 2007 - May 2014

Administrative Assistant

- Provided comprehensive administrative support to faculty members, including managing calendars, scheduling meetings, and coordinating travel arrangements.
- Served as a point of contact for internal and external inquiries, facilitating effective communication between departments and stakeholders.
- Assisted with the planning and execution of departmental events and conferences, managing logistics and coordinating with vendors.
- Performed data entry and maintained databases, ensuring timely and accurate updates of information.

EDUCATION

COLORADO TECHNICAL INSTITUTE | Colorado Springs, CO

Master of Science in Business – Enrolled

