

Ellic Miller

Fort Collins, CO

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Authorized to work in the US for any employer

Work Experience

Warehouse Coordinator

Pella Windows and Doors - Tulsa, OK

February 2022 to Present

Coordinate day to day operations. Reconcile received freight BOLs, fulfill order demands, schedule and organize delivery orders, and manage inventory.

Lead Tech

United Locating Services - Tulsa, OK

January 2022 to February 2022

Line Lead

Advanced Research Chemicals - Catoosa, OK

December 2021 to January 2022

Dock Supervisor

US Logistic Solutions - Tulsa, OK

November 2021 to December 2021

I supervised a team of 5-10 employees that loaded delivery trucks.

Warehouse Supervisor

SRP Companies - Sapulpa, OK

May 2021 to November 2021

I am the supervisor over the transaction and delivery team. We handle all of the systematic transactions and material handling in our warehouse. We support multiple departments and are the most well rounded department in our company. I make sure my team is being safe when operating forklifts, they have making successful transactions, and making sure the other departments are being supported and have enough work.

Supervisor

Amazon.com - Tulsa, OK

September 2020 to April 2021

I was a supervisor over the Stow team. My teams varied from 18-32 people everyday. I had to make real time decisions to direct workflow, do labor tracking, and make sure we hit or exceeded our goal rate for the day. I was trained in multiple departments: Picking, Packing, Stow, Decant, and Problem Solving.

Warehouse Supervisor

Medical Equipment Affiliates - Tahlequah, OK

March 2019 to August 2020

I was over the day to day operations. I determine which orders have priority deadlines and make sure is completed before the deadline and I shipped the orders once they are completed. I trained new employees in the different sections of the warehouse. I have come up with new procedures and modified current procedures to make operations flow smoother. I was in charge of Receiving, Stocking, Picking orders, Quality Control, Packing, and Shipping. I have some experience in Purchasing as well.

Construction Laborer

Certified source - Muskogee, OK

January 2019 to February 2019

Clean-up.

In charge of a clean-up crew to go around, pick up boxes, and to move pallets and appliances so the workers have a space to work.

Security Guard

Cherokee Nation - Tahlequah, OK

September 2014 to December 2018

Patrolled Cherokee Nation properties and helped the public with any questions. I was a supervisor in training and was in charge of vehicles and inventory. I proposed new ideas that became part of the standard procedures.

General Construction Laborer

Morrison and Sons - Tahlequah, OK

September 2012 to October 2014

Education

Associate's in General studies

Northeastern State University - Tahlequah, OK

August 2012 to May 2014

Some college

High school diploma or GED

Skills

- Shipping & Receiving (2 years)
- Warehouse Management (3 years)
- Logistics (2 years)
- Order Picking (3 years)
- Freight Experience (3 years)
- Pallet Jack (3 years)
- RF scanner (1 year)
- Inventory control (3 years)
- Materials Handling (2 years)

- Project leadership (2 years)
- Forklift

Certifications and Licenses

Security Guard

First Aid Certification

Forklift Certification

Assessments

Call center customer service — Highly Proficient

February 2019

Measures a candidate's ability to demonstrate customer service skills in a call center setting.

Full results: [Highly Proficient](#)

Warehouse shift leader — Highly Proficient

January 2022

Supervising warehouse staff and maintaining safety and security standards

Full results: [Highly Proficient](#)

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Supervising warehouse staff and maintaining safety and security standards

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Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

I have experience with Oracle, Sage Business Works, and Tableau process systems.