

# Kalyn Morris

Colorado, Weld County  
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Highly motivated Professional individual who is experienced in Management, Construction and administrative work . Excels in providing customer satisfaction and maintaining customer loyalty through phone, email or face to face communication. Prior military service that elicits structure, punctuality and focus to perform any task at hand.

Authorized to work in the US for any employer

## Work Experience

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### **Shipping Supervisor**

US Engineering - Johnstown, CO  
October 2022 to Present

- Supervise, train, and provide performance feedback and assign duties of direct reports to ensure productivity, efficiency, and effectiveness to a team of 1 to 7 members
- Delegate daily duties and workload to meet delivery and production schedules
- Verifies inbound shipments of material for accuracy and completion against delivery paperwork for three various trades
- Manages database of all materials for floor consumption/distribution and tracking
- Manages warehouse of materials; including inventory, tracking ,distributing, shipping, staging and reorder when necessary
- Assists in Material comparison of order acknowledgements and real time deliveries
- Takes head of weekly shipments for outbound material correlation
- Assists management in tracking of deliveries and shipments via manifests and real time system logging.
- Assists in maintaining overall presentation of back lot, warehouse, and fellow trades
- Tracks and sends reports to designated plant personnel of cycle counts and inventory margins

### **Head of Purchasing**

Intellivation  
January 2022 to October 2022

- Create POS for all purchases both domestic and internationally including the closing of POS when properly received
- Manage all incoming and outgoing purchases, machined parts or other materials
- Manage payments for all vendors and outside sources
- Kit in every item for proper identification and organization
- Manage thousands of dollars in POS and inventory for a private OEM manufacturer
- Assist in documentation of machined parts
- Handle all international and domestic shipments
- Maintain all warehouse and back of purchasing cleaning, organization and management
- Procure all products and goods from various manufacturers, evaluating best price points for our customers

- Create daily sales, invoice and purchase reports in the form of advanced excel and pivot tables
- Meet with outside vendors and corporations to ensure a mutual partnership and open flow communication to ensure goods

### **Project Coordinator**

Atlantic Engineering Group - Fort Collins, CO

March 2019 to January 2022

- Manage production information received of both materials and installation of subcontractors work during construction for Fort Collins broadband project
- Handle daily paperwork logs of crew locations, production/installation, materials, safety and time card logs
- Mapping local fiber and conduit for City of Fort Collins broadband project as completed
- Managing multiple crews on their daily production and all paperwork filed in field.
- Managing spreadsheets for multiple subcontractors of materials received and used for broadband project
- Answering customer complaints and questions regarding construction via phone or email correspondence
- Handling flagger and Traffic control supervisor logs for multiple field locations
- Maintain order of documents through means of filing, faxing, scanning.
- Assist in map editing/creating when necessary
- Assisting in inventory and material management through multiple software
- Doing budget and invoicing reports for subcontractors, inventory, and overall weekly costs

### **Surveillance Technician**

Georgia Air National Guard (USAF) - Savannah, GA

September 2012 to October 2018

- Identify, monitor and analyze all aircraft within U.S airspace by use of radar transmission to correctly identify possible threats to fellow friendly aircraft
- Communicate with other officials on locating expressed emergency aircraft for search and rescue procedure
- Oversee a group of 5-10 other Airman on day to day tasks and overall welfare of base and all surrounding buildings
- Use radio, computer, and telephone communications to transfer information across many spectrum for best possible outcome on mission
- Provide close air support to all aircraft in regard to mission protocol and procedures
- Tasked with creating and giving briefings on classified or secret labeled documents to groups of 20 or more at a time
- Managed over 300 employee files for entire unit during all deployment and off base excursions

## Education

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### **Bachelor's in Psychology**

Georgia Southern University - Statesboro, GA

2013 to 2017

### **Some College in Applied Science**

Community College Of The Air Force - Montgomery, AL

2012 to 2014

## **Marketing and Spanish**

South Effingham High School

August 2008 to May 2012

## Skills

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- Administrative Assistant
- Scheduling
- Data Entry
- MS Office
- Project Coordination
- Materials Management
- Purchasing
- Production Management
- Quality Assurance
- Supply chain
- Materials management
- Procurement
- Manufacturing
- Computer skills
- Supply chain management
- Microsoft Office
- Communication skills
- Product management
- Smartsheet
- Asset management
- Dealership experience
- Warehouse experience
- Forklift
- Materials handling
- Production planning

## Certifications and Licenses

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### **Forklift Certification**

### **Driver's License**

### **Non-CDL Class C**

### **Pallet Jack Certification**

## Assessments

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### **Written communication — Proficient**

June 2023

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Proficient](#)

### **Social media — Proficient**

March 2024

Knowledge of social media techniques and analytics interpretation

Full results: [Proficient](#)

### **Scheduling — Proficient**

September 2022

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

### **Project timeline management — Proficient**

March 2022

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Proficient](#)

### **Management & leadership skills: Planning & execution — Proficient**

March 2024

Planning and managing resources to accomplish organizational goals

Full results: [Proficient](#)

### **Administrative assistant/receptionist — Proficient**

March 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

March 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Work motivation — Proficient**

June 2020

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

March 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

## **Construction safety — Proficient**

July 2022

Using safe practices while on a construction site

Full results: [Proficient](#)

## **Attention to detail — Proficient**

July 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

## **Delivery driver — Proficient**

September 2022

Interpreting instructions or signs and solving problems

Full results: [Proficient](#)

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