

Kimberly Vereen

Delivering real business solutions through strategic business planning and effective asset management.

Cleveland, TN

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Impact player possessing dynamic, diverse experience from various pursuits of career achievement. Specializing in bringing strategies to life through competent and effective development and leadership. Intelligence, creativity, and being resourceful are paired with an outstanding capacity for being a trendsetter that will prove vital to success.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Materials Coordinator/ Handler 1

PCL Industrial Construction Co. - Charleston, TN - October 2014 to July 2015

Optimized productivity by upgrading organizational techniques

Streamlined Material Handler operations

Implemented Work Rotation charts to build skill sets

Development of new hires

Benchmarking

Document Management-Generated daily/weekly reports including: Invoices, Scheduling Charts, Field Requests, Order Fulfillment, documentation pertaining to field operations.

Procurement: In-house and On-site

Vendor relations

Material flow data and Inventory Control

TPMS software for ordering

Advised Tool Room for Materials and Accounting Procedures

Achieved role as Liaison /Coordinator-Direct support for Superintendent:

Employee Hire-In/Separation Packets

Meeting preparation- research, contract drafting, minutes records and follow-ups.

Other projects as directed by Superintendent

Visual Merchandising Manager

VF Outlet INC - Carrollton, KY - September 2013 to August 2014

Sales and Operations Planning

Creativity and logic allowed to flourish

Benchmarking

Analytical ability matured, utilizing approach daily

Customer/Client relations-Top 5% in company for new and retention

Negotiations

Mentoring and Leadership of Sales Associates- 17% Turn-Over Rate

Visually highlighted brands

Materials Management and Inventory Control

Document management

Loss Prevention

Conflict Resolution
Monitored vendor management
Orchestrated shipping and receiving procedures
Collaborated with District Manager to present market and trend reports and public relations suggestions.
Forecast floor plan designs through Merchandising Reports
Designed 37,500 square feet
Tangible results
135% Sales Increase in 2 days-Current District Record Holder
98% SVJ Evaluation score, corporate evaluation to assess skill set.

Material Expeditor/Clerk The Shaw Group

Inventory Management - January 2011 to April 2012

Streamlined inventory control procedures
Cataloged materials flow and generated reports
Optimal resource utilization
Document development and review: Delivery and Production Schedules and Work Orders
Order preparation and transaction records logged
Showcased and built professional attributes: Organization, information processing, professionalism, and reasoning skills-inductive and deductive

Administrative Assistant Beacon

Organization Information Processing Reasoning - March 2009 to August 2010

Planning-Managing-Directing
Forged profitable client relationships
Professional development and relations throughout crafts for company networking
Supported new/exhausting vendor requests and negotiations
Accounting procedures: payable and receivable
Authored invoice tracking system
Tax and insurance calculations
Microsoft applications

In-Store Trainer

Florence Wings LLC - Florence, KY - October 2004 to February 2010

Public Relations Specialist
Event Coordinator and Manager
Talent Scouting
Mind mapping to create guest and employee experience and retention
Directed 5 day classroom training sessions, up to 15 employees
Analyzed skill sets individually for coaching purposes
Compilation of training reports for store management
Assisted with employee scheduling, grievances and separation
Conducted follow-up and reviews

EDUCATION

Certification in Six Sigma

Villanova University
2015

Associate in Business Administration

Ivy Tech Community College - Madison, IN
2012 to 2014

Bachelor's in Public Relations

Morehead State University - Morehead, KY
2000 to 2004

SKILLS

Inventory Management (6 years), Purchasing (3 years), Logistics, Resource planning (2 years), Microsoft Applications (10+ years), Presentation Skills (10+ years), Budgeting (3 years), Materials Management, Contract Drafting (2 years), Procurement (3 years), Risk Management (8 years), Conflict Resolution (10+ years), Employee Relations, Creative (10+ years), Benchmarking (2 years), Operational Management, Market and Trend Research, Analytical, Streamlining of Procedures (8 years), Client/Customer Relations (8 years), Employee Development (6 years), Lean Management (10+ years), Reasoning-Inductive and Deductive (10+ years), Organizational skills (10+ years), Quantifiable Results

LINKS

<http://Linkedin.com/in/UPGRADE2KIMBERLYV>

AWARDS

Trainer of the Year

2007

Florence Wings

Merchandiser of the Quarter

2013

VF Outlet

Merchandiser of the Quarter

2014

VF Outlet

CERTIFICATIONS

OSHA 10

GROUPS

National Association of Professional Women

July 2015 to Present

NPLA