

Loria Odell

104 Fort Street
Rocky Mount, NC 27801
(704) 530-8449
loriaodell@yahoo.com

EXPERIENCE

Bridgestone Americas, Inc., Wilson, NC — Maintenance Administrator

October 2020 - January 2021 (*contract ended*)

Gather information from various maintenance departments to be uploaded into company specific GTI software programs for the management of Preventative Maintenance Program.

PCB Piezotronics, Inc, Halifax, NC — Inventory/Logistics Supervisor

December 2019 - October 2020

Coordinate and oversee daily cycle counts, investigate discrepancies, monitor completeness, accuracy and compliance during inventory transactions and shipments, both incoming and outgoing. Lead and supervise teams, resolve problems and perform training as required.

Wake County Schools, Cary, NC — Administrative Assistant

August 2019 - November 2019 (*contract ended*)

Retrieve and document mobile staff per diem and mileage reports, update in Excel and create weekly reports for account reconciliation.

Genpak, Charlotte, NC — Inventory Control/Maintenance Planner

June 2016 - March 2019 (*relocated*)

Plan, coordinate and supply products and processes to maintain inventory control and maintenance repair projects for two production facilities as well as analyzing and reconciling maintenance documentation for preventative maintenance program compliance.

Duke Energy, Charlotte, NC — Safety Data Administrator

February 2015 - January 2016 (*contract ended*)

Collect data from monthly contractor safety events to upload into Excel databases, analyze to identify behavioral trends, and report accordingly. Perform quarterly analytics and arrange bi-monthly safety calls with contractors and project managers.

SKILLS

Knowledgeable with SAP, AS/400, Qualtrics, Etrac, Plantview, InforEAM, JDEdwards and Sharepoint

Advanced experience with Microsoft Excel, Outlook, Access and Word.

Experience with HR new employee on-boarding and benefits and DOT regulated driver file compliance

Experience with inventory control, logistics and maintenance planning

ACHIEVEMENTS

Genpak - decreased parts inventory by 25% by removing obsolete inventory, improved up-time by 22% with inventory controls and scheduled PM service planning

ShawEDS - managed project and brought DOT processes into compliance with FMCSA with driver file modification and leadership training

Lea Ceramiche, Charlotte, NC — Customer Support Administrator

July 2012 - February 2015

Maintain customer relationships by responding to inquiries, resolving problems and documenting actions. Manage supplies for warehouse and office in addition to covering services when managers are out of the office for trade shows.

ShawEDS, Charlotte, NC — HR Asst. / DOT Coord.

March 2004 - March 2008 (*company sold*)

Assisted HR with administration of on-boarding, drug testing and background checking processes for DOT drivers. Managed driver file compliance per FMCSR in addition to communicating and training support personnel to ensure continued compliance.

Flair Filtration, Stanley, NC — Outsourcing Administrator

July 1999 - April 2002 (*company relocated*)

Receive, review and process customer orders to locate outsource vendors and award jobs based on cost and lead-time, as well as tracking fabrication and arranging for freight carriers (import/export). Invoice customer orders, investigate and resolve complaints to ensure customer satisfaction in addition to managing monthly forecasts for all outsource orders.

EDUCATION

Master's of Business Administration

University of Phoenix
2012 - 2014

Bachelor's of Science of Psychology

University of Phoenix
2010 - 2012

Associates of Arts & Technology

University of Phoenix
2008 - 2012

CERTIFICATIONS

Fundamental of Human Resources

Certificate of Completion -
Alison.com

Microsoft Excel 2000

Certificate of Completion -
Employers Association
Training Center

SAP General Ledger Processing

Certificate of Completion -
Horizon Training Center