

Louise Russell

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(734) 829-9178

Skills

- Leadership and Recruitment
- Interpersonal and Communication
- Work under pressure, multi-task and meet strict deadlines.
- Familiar with Microsoft office applications and Computer skills
- Organizational and prioritization skills
- Analytical and Problem Solving
- Resilience and Adaptable
- Self-motivated and a Team player
- 35 WPM and Data Entry
- Multi-line proficiency
- Dispatching
- Knowledge of ERP, SAP, legal regulations and ISO requirements.
- Event Coordination

Education:

Baker College - Sept. 2014
Associate's Degree in
Business, Management

*Some course work in Human Resources
Management and Administration towards
Bachelor's degree.*

Internship:

Business Management
Plymouth Super Center, 120 hrs.

Logistics Coordinator
Fed Ex

Accomplishments &

Certificates:

- Management excellence in 2022
- Medicaid, Appeals and Grievances
- HIPPA Basics/Intermediate and Comprehensive
- Medical Electronic Charting
- Business Communications
- Interpersonal Skills
- Recipient Rights
- Microsoft Office Computer Skills
- Computer Applications of Allied Health

Highly organized, results driven leader with six year's in supervisory roles and over ten years of customer service experience. I recruited, trained, assigned tasks and oversaw day-to-day business operations while leading teams of up to 16 employees and assigned tasks to over 150 individuals in a day program.

Work Experience

Contingent Warehouse Clerical Associate - Archway 2023 - Current

- Maintain warehouse cycle counts, ASN's, and WMS to ensure accuracy.
- Receive and schedule incoming shipments, prepare and schedule outgoing shipments, and document damages or missing items.
- Point of contact with suppliers, drivers, and resolve shipping discrepancies.
- Pull products, verify accuracy of documents, and attach RFID tags.
- Ensure shipping carrier requirements and regulations are met.
- Re-palletize receiving products, complete paperwork, tag and prepare for storage.
- Picked products, complete paperwork and prepare products for shipment.

Assistant Store Manager - Family Dollar 2022- 2023

- Managed day-to-day store operations while adapting to changing conditions.
- Performed opening and closing procedures, reconciled cash registers and bank deposits.
- Maintained price accuracy, merchandise displays, stock levels, and inventory control.
- Updated and transferred data from paper formats into electronic database systems.
- Trained new employees on protocols, product specifications, register and sales floor.
- Conducted pre-employment screenings, tracked attendance and evaluated employee's performance.
- Unloaded trucks, oversaw vendor deliveries to assure accurate product delivery and placement.
- Performed Pull and Hold/Destroy, task compliance, and DSD policies and procedures.
- Effectively responded to customer concerns and assisted employees in challenging situations.

Security Officer - Securitas -Fed Ex 2016 – 2020

- Secured premises by patrolling property, monitoring surveillance equipment, and access points.
- Screened employees, issued access cards and operated hand held metal detectors.
- Enforced security policies, disciplinary actions, and escorted violators out of the workplace.

Administrative Lead Coordinator - Arkay Inc. 2011-2012

- Maintained inventory, electronic database systems, and bookkeeping.
- Scheduled appointments, greeted visitors and directed them to the appropriate department.
- Managed multi-phone lines (15+ a day).
- Processed payments, created expense reports, invoices and employee notices,
- Process payroll - 16 employees, managed cash accounts and patient records - 150 consumers.
- Supervised and coordinated daily schedules of 16 employees and over 150 consumers.
- Conducted meetings, employee evaluations and prepared for safety inspections.
- Organized fundraisers, donations and community outings.

Personal Care Assistant Manager - Community Choices Inc. 2002 – 2010

- General office duties, maintained patient records, inventory and filing systems.
- Bookkeeping, employee scheduling, recruitment and training.
- Followed nutritional plans, prepare meals, provided transportation, completed light housekeeping duties and personal hygiene per each person's needs.
- Provided mobility assistance, skill building, and mentoring in housekeeping, grooming and employment.