

Miyesha Smith

Office Manager

Savannah, GA 31406

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Logistics and administrative support professional with experience in corporate and military environments. Served various companies consisting of 200 personnel, accountable for over 150 pieces of equipment worth \$6,000,000.00. Comprehensive background in logistics, warehousing and administrative resources derived from conducting domestic operations in the United States Army. Possess extensive knowledge in supply chain management, global operations and staff development.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Office Manager

Pride Integrated Services - Savannah, GA

October 2018 to December 2018

- Developed and implemented office administration strategies to meet organizational objectives and ensured efficient office workflow.
- Checked in clients and notified officers of client's arrival.
- Led Pride Integrated Services Inc. in all aspects of office support which included the distribution of mail, data entry, copying files, answering multiline phone and sending fax.
- Input payments collected from clients into database system and created weekly revenues reports.

Inventory Control Clerk

Trace, Inc - Savannah, GA

January 2010 to January 2014

- Coordinated data entry and maintenance of all inventory movement and over 100 customer files; tracked materials and production location.
- Improved material inventory accuracy by over 30% since 2010.
- Worked with the team to eliminate annual inventory count by maintaining an accuracy of 99% • Researched, reconciled, and documented daily inventory variances to increase production by 50%

Data Entry Specialist

Comcast - Savannah, GA

March 2009 to January 2010

- Processed customer and account source documents by reviewing data for deficiencies and using standard procedures or returning incomplete documents for resolution • Maintained a 99% accuracy rate while completing all assigned data entry tasks within required time frames • Engaged in daily communication with project managers and customers to ensure data integrity and support for each account assigned

Education

Bachelor of Arts in Logistics

Saint Leo University - Savannah, GA

June 2018

Associate of Applied Science in Business Administration Technology

Savannah Technical College - Savannah, GA

May 2014

High school diploma or GED

Skills

- Microsoft Office, Typist 50 wpm
- Data Entry
- Medical Terminology
- Outlook
- Excel
- Filing
- Organizational Skills
- Time Management
- Quickbooks
- Scheduling
- Microsoft Outlook
- Microsoft Excel
- Supply Chain
- Logistics
- Office Management
- Customer service
- Front desk
- ISO 9001
- Project management
- Purchasing
- Human resources
- Analysis skills
- Team management
- Customer service
- Business management

Assessments

Creating Presentations with Microsoft PowerPoint — Familiar

January 2020

Knowledge of Microsoft PowerPoint tools and features.

Full results: [Familiar](#)

Data Entry — Highly Proficient

November 2019

Entering data quickly and accurately

Full results: [Highly Proficient](#)

Customer Focus & Orientation — Completed

November 2019

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: [Completed](#)

Typing — Proficient

November 2019

Transcribing text using a standard keyboard

Full results: [Proficient](#)

Attention to Detail: Inventory — Highly Proficient

September 2019

Measures a candidate's ability to apply systematic processes for managing and storing products and merchandise.

Full results: [Highly Proficient](#)

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