

Nichelle Randall

Austin, TX 78745

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Work Experience

(Inventory Clerk - Sterile Supply - Materials Management)

Dell Seton Medical Center UT - Austin, TX

February 2018 to Present

- Ensures timely delivery of stock/inventory as needed. Maintains storeroom inventory levels and timely removal of expired products.
- Investigates and troubleshoots inventory issues/problems.
- Maintains accurate tracking records for inventory. Ensures stock expiration is minimized with adherence to stock rotation guidelines and best practices.
- Engages customers on a regular basis to ensure good service. This requires professional presence to effectively interact with clinicians, administrators, colleagues, and vendors.

(CBO Registration Representative)

Austin Regional Clinic - Austin, TX

September 2017 to February 2018

- Verify and load coverage's using multiple verification sites
- Answer incoming calls in a call center setting
- Work eligibility work queues daily
- Make outbound calls to patients and insurance companies

Inventory Specialist/Coordinator for Seton)

Robert Half (Contractor - Austin, TX

November 2016 to September 2017

- Managed inventory
- Data entry
- Performed logistical duties for supply and inventory control
- Responsible for inventory storeroom levels and financial variances
- Executed product conversions within the enterprise resource planning system
- Supported distribution and daily supply operations to ensure no disruptions occurred that would negatively impact patient care

Shift Supervisor/Certified Barista

Starbucks Coffee Company - Georgetown, TX

March 2014 to July 2016

- Familiarized myself with regular customers ordering habits in order to achieve customer satisfaction
- Certified trainer
- Managed Inventory and order placement and assisted with monthly inventory which included full count of all products in the store.
- Measured overage or shortage of inventory and ordered accordingly

- Cash handling
- Maintain training in proper food handling

Education

Secondary School Education

Austin Community College - Austin, TX

August 2020 to Present

Georgetown High School

2009 to 2013

Skills

- Detailed/Organized, Team Oriented, Good Communication, Good at Planning, Quick Hands-on learner, Experience working with EPIC and other software.
- Materials Management

Assessments

Data entry: Accuracy — Expert

November 2018

Measures a candidate's ability to accurately input data and effectively manage databases.

Full results: [Expert](#)

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