

# Nikia Moore

Chattanooga, TN 37411

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+1 423 516 0504

Authorized to work in the US for any employer

## Work Experience

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### **SAP Specialist - 1st shift**

Q2 Management, Inc-Chattanooga, TN

July 2024 to September 2024

Used SAP to document warehouse materials

### **Materials Clerk**

Comprehensive Logistics-Chattanooga, TN

January 2014 to April 2024

I walked the plant to count certain materials/parts every few hours and enter the data into SAP

### **Business Care Expert**

T-Mobile-Chattanooga, TN

November 2022 to August 2023

Handling inbound calls from Businesses regarding accounts. Billing, upgrades, payments and multiple lines/employees on the account.

### **HR Assistant/Recruiter/Coordinator**

Assemblers Incorporated-Chattanooga, TN

February 2016 to August 2020

#### Responsibilities

Source and reach out to candidates who have applied for our positions through various job boards using their resumes, via phone or in person to get them screened and set up on either group or individual interviews with Hiring Area Managers. I've also done scheduling for customers and technicians as well.

#### Accomplishments

Working at Assemblers, I've had the chance to interact with people in all states. It has bettered my confidence, conversation and phone etiquette as well.

#### Skills Used

My word per minute speed has improved drastically, I've always been good with computers, with this job I've learned

new things with computers I've never known, my customer service skills has improved as well.

### **Recruiter**

Tami Hess and Associates-Chattanooga, TN

December 2015 to January 2016

#### Responsibilities

Each day, I called Licensed Agents in different states to offer them Financial Adviser Positions for different insurance

agencies.

#### Accomplishments

Working at this job, it taught me how to become more confident and more open, although i didn't know the people i were calling, it made me feel great knowing that I'm calling someone to offer them a career opportunity in which they could greatly benefit from.

#### Skills Used

Proper phone etiquette, rebutting, voice diction as well as memorizing.

### **Inspector**

SRI/Synergy Health-Chattanooga, TN

March 2012 to November 2015

#### Responsibilities

Inspected, sterilized and repaired hospital equipment using steamers, and hot press machines.

### **SAP Clerk/Merchandising/Inventory/Material Handling**

Ryder Logistics-Chattanooga, TN

January 2011 to March 2012

#### Responsibilities

Input shipment data into computers using a scanner, Microsoft excel and spreadsheet. I also kept track off all inbound and outbound merchandise as well.

## Education

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### **High School Graduate**

Howard School of Academics of Academics and Technology - Chattanooga, TN

## Skills

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- Keyboarding (10+ years)
- Microsoft Office (5 years)
- Microsoft PowerPoint (8 years)
- Microsoft Works (5 years)
- MS OFFICE (6 years)
- HR
- Recruiting
- Human Resources
- Phone Etiquette
- Employee Orientation
- HR Sourcing
- ATS
- HR Sourcing
- Employee Orientation

- Interviewing
- Phone Etiquette
- Sales
- Customer service
- Sales (4 years)
- Retail (4 years)
- Customer support (4 years)
- Sales
- Customer service
- Typing
- Materials handling
- Warehouse experience
- Distribution center
- Shipping & receiving
- SAP
- HR sourcing
- Talent acquisition
- Communication skills
- Phone etiquette
- Warehouse management system
- Organizational skills
- Conflict management
- Data entry
- Cash handling

## Certifications and Licenses

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### **Driver's License**

## Additional Information

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### COMPUTER SKILLS:

Microsoft Works, Excel, Word Processor, Microsoft Office Word, ATS, Microsoft PowerPoint, and Keyboarding