

Nikki Shelby

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Authorized to work in the US for any employer

Work Experience

Inventory Coordinator

KIS Logistics - Romulus, MI

May 2022 to Present

- Developing and fulfilling supply chain objectives
- Managing and updating the inventory systems
- Performing regular inventory checks and maintaining a record of the same
- Coordinating and handling daily operations in a timely manner
- Training and overseeing the work of team members
- Identifying and resolving any issues in the inventory management and processes
- Researching and developing ways to improve inventory management processes
- Preparing and maintaining inventory reports
- Checking and processing purchase invoices
- Creating contracts and negotiating its details with the suppliers/vendors
- Reviewing and placing orders for new supplies
- Examining if the supplies received are as per the order and in proper condition
- Returning and replacing any damaged products

Data Entry Clerk

Entech Solutions - Troy, MI

February 2022 to May 2022

- Maintains database by being knowledge of scanners, copiers, printers, and our web-based job ticketing systems
- Prepares source data for computer entry by compiling and sorting information.
- Establishes entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Enters account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures.
- Purges files to eliminate duplication of data.
- Secures information by completing data base backups.
- Maintains operations by following policies and procedures and reporting needed changes.
- Maintains customer confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

Outbound Process Assistant

Amazon - Livonia, MI

September 2018 to February 2022

- Helping support daily management of department duties, including allocating labor, leading meetings, leading a team of 10-50 associates
- Assigning job duties, and communicating with internal and external suppliers. Provide vacation coverage for Area Managers.
- Providing policy follow-up, attendance Tracking and reporting of labor hours.
- Assisting associates as an associate when staffing was low
- training associates and verifying SOP compliance.
- Ensuring successful area performance, reporting and entering feedback of associate performance.
- Filling in as needed with production duties. Participating and adhering to safety initiatives.

Inventory Control Specialist

Amazon - Romulus, MI

September 2017 to June 2019

- As a Inventory control specialist my job duties required me to be very meticulous and detailed oriented
- Maintain proper stock levels to support. Regularly evaluating, restocking and placing Purchasing orders to be sure business needs are met.
- Administering the flow of non-inventory commodities, supplies, consumables, safety equipment, and tools.
- I also made use of my experience and knowledge of the reverse logistics processes.
- Participating in daily stand up meetings.
- Using Microsoft Excel and other Microsoft Office products to complete essential Job Functions

Receiving Dock lead

Pak-Rite Industries - Ecorse, MI

September 2015 to July 2017

- This job requirements were to log and complete paperwork for all inbound and outbound LTL and TL on log sheet and assist with dispatching loads for outbound transportation. The following systems were used to execute daily assignments (AS/400) (Transportation Management System (TMS) and Freight Management System (FMS)
- Monitoring all inbound trailers along with arrival and departure times to ensure loads arrive and depart in a timely fashion .Also communicating with truck drivers and maintaining an open line of communication to keep things running with accuracy
- Planned and coordinated truck unloads to insure available inventory throughout the factory.
- Monitoring Hilo drivers to be sure of proper staging of products receiving areas as well as creating space in warehouse when overcrowded.
- Unloading trucks using hi-lo when required.
- Inspected products for count issues or damage.
- Providing Making sure all scanning and loading equipment is stored and secured after each shift. Effectively communicating with plant Manager to ensure customer satisfaction is achieved.
- Responsible for acquiring staff when call offs are unplanned.
- Last but not least communicating , coaching Supporting and engaging team members to ensure receiving dock ran efficiently.

Custodial Supervisor

GCA Services Group - Madison Heights, MI

February 2010 to September 2014

- Facilitate the custodial training program for all new custodial employees; providing ongoing training as needed.
- Prepared work schedules, approving or denying time off and vacation request as well as reprimanding attendance infractions.
- Act as liaison between custodial staff and school administrators.
- Review and test new cleaning products for consideration.
- Perform building inspections to ensure the quality of work and cleanliness of buildings.
- Certify that safety procedures are followed; document, report, or correct any infractions.
- Making sure we we're in compliance with state and federal regulations including OSHA.
- Ensure all team Cleaning standard are performed.
- Schedule and perform monthly inventory inspections and ordering supplies when needed
- Survey equipment within schools, replenish and distribute supplies and equipment in a timely manner.
- Facilitating special projects , including organizing the work crew/schedules for new school openings and class/gym floor refinishing.
- Follow standard operating procedures to identify job resources as needed.
- Complete cross training in all aspects of the operation of custodial services.
- Facilitate employee meetings with team leads and crew members.
- Delivered client focused solutions to meet customer needs.

Education

High School Diploma in General Studies

Catherine Ferguson - Detroit, MI

January 2002 to June 2004

Associate's degree

Skills

- Clerical (4 years)
- inventory (3 years)
- Payroll (Less than 1 year)
- Operations (2 years)
- Scheduling (1 year)
- Training (5 years)
- Microsoft Word (2 years)
- Word (2 years)
- Team Building (2 years)
- Inventory Management (2 years)
- Receiving (3 years)
- Shipping Receiving (2 years)
- Receiving Clerk (4 years)
- Warehouse Associate (5 years)
- Supervising Experience (7 years)
- Hi-Lo Experience
- Purchasing
- Telemarketing
- Materials Handling
- Leadership
- OSHA
- Databases
- SAP
- Sourcing
- Load & unload
- HR sourcing
- 5S
- Production planning
- Forklift
- Floor care
- Custodial experience
- Facilities management
- Maintenance
- Cleaning
- Management
- Regulatory reporting

- Dispatching
- Customer service
- Microsoft Office
- Oracle
- Quality Assurance
- Process Improvement
- Supply Chain
- Kaizen (1 year)
- Utility Maintenance (2 years)
- Manufacturing
- Front desk
- Commercial cleaning
- Product management
- Cleaning & Grounds Maintenance (2 years)
- Project management
- Packaging
- Recruiting
- Lean manufacturing
- Food production
- Node.js
- Pivot tables
- Salesforce
- ATS
- Microsoft Access
- Workday
- Computer networking
- Conflict management
- Typing
- Windows
- Assembly
- Canvassing
- Customer support
- Communication skills
- EDI
- Continuous improvement
- ADP
- Bartending
- Serving
- Warehouse Distribution Experience
- Food and drinks (3 years)

- Document management
- ERP systems
- Door-to-door
- Cashiering
- Microsoft Outlook
- Lean
- Microsoft Excel
- Computer skills
- Memory care
- Restaurant experience
- Hospitality
- HACCP
- Database management
- MRP
- Data collection
- Project leadership
- Presentation skills
- Documentation review
- Data Warehouse
- Production Management
- AS400 (5 years)
- Leadership (10+ years)
- Team management (6 years)
- Unity (10+ years)
- Sales

Certifications and Licenses

Forklift Certified

March 2016 to March 2021

CPR Certification

CADC

Assessments

Work style: Reliability — Proficient

November 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

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