

Rachelle Crowder

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Professional Summary

Highly-motivated individual with a desire to take on new challenges.

Strong work ethic, excelling in diverse work environments. Quickly adapts to new challenges as an independent worker or collaborator, utilizing strong problem-solving skills to achieve company goals.

Resourceful and results-driven with a passion for growth and efficiency.

Work Experience

Inventory Control

CJ Logistics-Dalton, GA

November 2023 to November 2024

- Perform regular cycle counts to identify discrepancies between physical count and system records.
- Utilize RF scanners to accurately enter data into the system for inventory control purposes.
- Provide support to team members regarding inventory management techniques.
- Successfully allocate appropriate spaces for all incoming products.
- Organize products by different specifications for easy access to labeling.
- Execute various tasks using the forklift, including but not limited to inventory management.

Assistant Store Manager

Circle K-Calhoun, GA

February 2023 to November 2023

- Managed the day-to-day operations of the store, including customer service and staff scheduling
- Conducted product audits, truck orders, and daily store paperwork including audit of safe
- Supervised cashiers in processing credit, debit and cash payments
- Coached employees on customer service and selling techniques.
- Coordinated with vendors to secure product availability at competitive prices
- Interviewed potential candidates for open positions
- Stocking and cleaning duties.

Inventory Controller

United World Logistics-Calhoun, GA

October 2020 to February 2023

- Conducted regular cycle counts to verify physical inventory against computer records
- Investigated discrepancies between physical inventories and system records
- Prepared reports on inventory levels, movements, variances, shortages, and other related issues for management and client review
 - Coordinated with clients via email and in-person concerning their inventory
 - Prepared inventory for shipment by attaching tags and labels

- Trained new employees on proper inventory management processes and procedures.

Inventory Clerk

Foam Products-Calhoun, GA

January 2019 to October 2019

- Performed daily cycle counts and conducted regular physical inventory audits
- Verified accuracy of invoices against purchase orders and resolves discrepancies
- Performed task on multiple software programs
- Correspond with all warehouse departments to ensure product inventory in correct
- Oversaw shipping, receiving operations including loading, unloading trucks and verifying contents against paperwork.

Customer Service Representative

Circle K-Calhoun, GA

September 2017 to December 2018

- Delivered fast, friendly and knowledgeable service
- Provided information about services and products deals available to customers
- Handled large amounts of cash and balanced cash drawer daily within prescribed balancing guidelines
- Assisted customers with returns, exchanges, refunds, and other transactions as needed
- Kept store neat, clean and well-stocked at all times.

Quality Control Technician

Apache Mills-Calhoun, GA

April 2014 to July 2017

- Utilized a variety of measuring instruments including calipers, micrometers, gauges and other precision tools.
- Maintained accurate records on product inspection results and reported findings to management team.
- Monitored daily performance of production team to identify and address issues affecting quality product output.
- Oversaw and ensured quality standards were met in production across various departments
- Maintained a safe and organized laboratory environment, adhering to established safety protocols and guidelines.

Education

Associate's degree in Business

University of Phoenix-Online Campus

July 2024 to Present

Skills

- Customer Service and Engagement
- Quality Assurance
- Staff Management
- Microsoft Office Suite
- Communication skills

- As400
- Oracle
- Issue Resolution
- Sales Expertise
- Records Management
- Cash Auditing
- Hiring and Training
- Time management
- RF Scanner
- Data Analysis
- Forklift Operator (2 years)