

# Tanisha Harris

## INVENTORY CONTROL LEAD

**Beech Island, SC | 803.292.8627 | ladyt207@yahoo.com**

### Objective

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High-powered individual, who thrives for leadership roles, effectively motivates through guidance, directions, development, and effective coaching. Friendly, respectful, and devoted with a “can-do” attitude and a willingness to help others. Seeking a position to utilize these characteristics amongst customer service, brokerage knowledge, the value of team-work, and the benefits of productivity and accountability.

### Experience

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#### **Momentec Brands (Grovetown, GA) | Inventory Control Lead** **May 2025 - current**

- Research and allocate customers’ orders for processing
- Daily inventory reports
- Monitoring daily work functions for allocations of orders
- Processing “Return to stock” items for restock and data purposes
- Investigating missing stock for orders
- Researching and filing any issues regarding inventory and/or customer orders
- Monitoring inventory team daily productivity
- Providing training and assistance processing customer orders
- Communicating with specific departments concerning inventory availability and/or issues

#### **Augusta Sportswear Brand (Grovetown, GA) | Inventory Control Clerk** **April 2023 - Current**

- Forklift certification completed
- Data entry of allocated orders
- Manage all products in bulk warehouse and on order pick lines for selection
- Research and resolve incorrect pick order locations
- Provide, organize, and complete all paperwork needed for any orders shipped missing any products requested
- 2024 “Best Teammate” recognition award

#### **Walmart (North Augusta, SC) | Frontend Customer Service Assistant** **August 2022 – October 2022**

- Manage and maintain a safe and compliant self-check-out experience for customers
- Knowledge of store’s procedures and policies
- Assisting customers with register and product concerns
- Hand-held device training regarding faster and more efficient sales percentage numbers

#### **Dollar General (Beech Island, SC) | Assistant Store Manager** **July 2022 – December 2022**

- Counting and documenting register cash flow and safe
- Assisting customers, associates and vendors
- Maintaining store daily opening and closing policies and procedures

- Inventory entries on products on hand
- Inventory checks on receiving products from store vendors
- Freezer and cooler inventory date checks and ordering
- Produce ordering, receiving, and freshness rotations
- Knowledge of “7-day workflow” of store for proper dates rotations of products and shelving
- CRM knowledge for associates’ payroll and sales data entries
- Monitoring of weekly store projections hours and hours used

**United States Postal Services (Warrenville, SC) | Rural Carrier Assistant      April 2022 – June 2022**

- Postal carrier academy training
- Rural carrier driving academy certified
- Sorting, organizing, and delivering all mail and small packages for assigned route
- Data entry of certified deliveries and random route check points

**Sam’s Club (Aiken, SC) | COS (customer service/frontend lead)      September 2021 – January 2022**

- Monitoring and auditing all frontend operations
- Data entry of sales and membership registry
- Promoting and motivating the number of membership sign-ups and upgrades to existing members accounts
- CRM knowledge for associates’ payroll and sales data entries
- Monitoring of weekly store projection hours and hours used

**UPS Brokerage Chain Solutions (Aiken, SC) | Air small package holds processor      June 2016 – January 2021**

- Audit all documents provided with international imports
- Communicate with shippers and/or importers regarding held packages at U.S. Customs to have packages released
- Updated shipment status and/or needed documentation for U.S. Customs clearance purposes
- Communicated with U.S. Customs regarding any compliance and/or regulations

**UPS Brokerage Chain Solutions (Aiken, SC) | Low value processor      March 2016 – June 2016**

- Audit documents and assess shipments to identify processing procedures
- Update status of shipments to ensure volume is in correct queues for proper processing
- Communicating to other processors the requirements for shipments that can’t be “section 321” (processed without further review) through U.S. Customs

**UPS Brokerage Chain Solutions (Aiken, SC) | Customs Brokerage Air Small Package Processor      February 2015 – March 2016**

- Auditing commercial documents
- Applying harmonized tariff scheduled codes for accurate duty assessment to ensure federal requirements
- Document review of accuracy: verifying country of origin/export, importer of record, and terms of sale and values
- Verbal and writing communication with U.S. Customs for clerical tasks

**BI-LO (New Ellenton, SC) | Office Associate      May 2014 – June 2016**

- Ensure all money is counted, reported, and accurate
- Responsible for ordering and receiving money from store bank
- Scheduled cashiers’ breaks and departure times
- Handled safe and registers daily counts

- Supervised and research front-end transactions
- Western Union, SC Lottery, and money order transactions and reports

**Bryant's Express (Langley, SC) | Store Manager** **December 2012 – April 2014**

- Trained, coached and mentored staff to ensure adaptation to new programming
- Interviewed, hired, and trained all staff
- Responsible for daily, weekly, monthly, and quarterly financial reports for; register, safe, lottery inventory and sales, vendor orders, and overall store sale productions and payroll.
- Responsible for employee scheduling and payroll.
- Ordering, processing, and receiving store inventory.

**Reid's Grocery Store (Aiken, SC) | Customer Service Manager** **May 2012-March 2013**

**Reid's Grocery Store (Langley, SC) | Customer Service Manager** **January 2009 – May 2012**

- Managed workflow of the entire frontend
- Communicated updated knowledge of products, services, policies and procedures
- Developed client relationships and earned a reputation for exceeding service standard goals
- Audited, researched and kept accurate records and reports
- Serv-safe certifications
- Examined and resolved customers, vendors, and/or employee issues

**Reid's Grocery Store (New Ellenton, SC) | Assistant Customer Service Manager (Bookkeeper)**  
**June 2006-January 2009**

- Investigated and resolved customer inquiries
- Cross-trained
- Constant customer interactions
- Encouraged employee improvements
- Maintained balance sheets for financial progress
- Entered financial data and payments
- Responsible for ordering tobacco, lottery, front-end inventory and office supplies

**Zaxby's (North Augusta, SC) | Cashier** **November 2005 – March 2006**

- Cash register accountability
- Promptly responding to requests from customers
- Managed workflow to meet and exceed quality service goals
- Trained new hired associates
- Dine-in, lobby, and restroom cleanliness

## **Education**

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**Stratford Career Institute** **September 2024 - current**

Major: Funeral Services Education

**Aiken Technical College** **August 2008**

Major: Accounting (no degree)

**University of South Carolina Aiken** **January 2008**

Major: Accounting (no degree)

High School Diploma

- BETA Club recognition
- Key Club service representative
- Softball Captain
- Honors graduate
- National Honors Society

**Skills & abilities**

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- **Management**
  - Time management
  - Effective workflow management
  - Accounting management
  - Shift scheduling
  - ServSafe Certified
  - Microsoft office, excel, and outlook
  - Training instructor
- **Sales**
  - Payroll
  - Customer service
  - Analytical skills
  - Executed monetary transactions
  - Daily, weekly, monthly, quarterly, and annual inventory
  - Data entry
  - SC Lottery sales associates
- **Communication**
  - Public speaking
  - Conducted monthly meetings reviewing audit results
  - Responded to employee and customer inquiries
  - Conducted staff training courses
  - Reported accurate and timely performance feedback
  - Interviewed and hired staff
  - Typing skills: avg. 90 WPM
  - Brokerage operations
  - BOSS (UPS operational system)
  - ISPYS
- **Leadership**
  - Motivated customer service manager
  - Driven softball captain and coach
  - Identified individuals' development needs; cross-trained
  - Self-motivated with strong communication skills
  - A leader by example