

# Tiffany L. Stough

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## Objective

Dedicated professional with extensive experience in security, purchasing, and warehouse management seeking to transition into an office clerical role. Leveraging strong software proficiency, meticulous attention to detail, effective vendor relations, and a proven record of accountability and reliability to support efficient office operations.

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## Key Skills

- **Office Administration & Clerical Support:** Expertise in data entry, record keeping, and report generation
  - **Software Proficiency:** Advanced use of Microsoft Word and Excel
  - **Vendor Relations & Purchase Order Verification:** Experience in coordinating orders and maintaining vendor communications
  - **Documentation & Reporting:** Precise and detailed report writing, file, and records management
  - **Organizational Skills:** Strong attention to detail, time management, and accountability
  - **Interpersonal Skills:** Excellent communication and relationship-building capabilities
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## Professional Achievements

- Developed inventory tracking spreadsheets in Microsoft Excel, enhancing operational efficiency.
  - Supervised diverse teams and led process improvements in high-pressure environments.
  - Recognized for exceptional documentation, vendor management, and reliability in various roles.
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## Professional Experience

### Distribution Process Worker

*Defense Logistics Agency New Cumberland, PA | 07/2025 – present*

- Receiving and Unloading material handling
- Pick, Pack, Ship
- Maintain effective vendor communications regarding incoming, outgoing and discrepancies.
- Problem solve.

### Inventory Manager

*Eastern Consolidation Distribution Camp Hill, PA | 02/2025 – 07/2025*

- Maintained accurate inventory records
- Inventory tracking.
- Maintain effective vendor communications regarding incoming, outgoing and discrepancies.
- Identified areas of improvement for inventory control processes. Which included problem solving.

## **Purchasing Specialist**

*West Shore Home – Mechanicsburg, PA | 06/2024 – 02/2025 (Reduction in Force)*

- Manage purchase orders and coordinate home remodel product orders through multiple systems.
- Utilize Microsoft Word and Excel for data entry, order tracking, and report generation.
- Maintain effective vendor communications and participate in daily operational meetings.
- Demonstrate a keen eye for detail and a high level of accountability in all clerical tasks.

## **Warehouse Manager**

*ASI – Mechanicsburg, PA | 01/2022 – 06/2024*

- Oversaw order preparation, inventory control, and shipment processes while ensuring compliance with safety standards.
- Entered orders and maintained inventory records using Microsoft Office tools to support organizational efficiency.
- Coordinated vendor communications and managed detailed documentation related to inventory and shipments.
- Trained and supervised associates, emphasizing process adherence and organizational standards.

## **Security Officer, Officer In Charge**

*PENN STATE HEALTH – Enola, PA | 03/2019 – 02/2023*

- Completed comprehensive shift reports, incident documentation, and safety logs using office software.
- Monitored surveillance feeds and conducted routine patrols, ensuring a secure environment through detailed record keeping.
- Collaborated with team members to address safety hazards, document incidents, and maintain operational continuity.
- Utilized strong written communication and organizational skills in daily administrative tasks.

## **Additional Experience**

- **Fugitive Recovery Agent Lead**, D&G Fugitive Recovery, USA | 01/2016 – Present
  - **PA Forklift Trainer/Lead**, US MEDIA – Camp Hill, PA | 05/2011–09/2013; 03/2016–03/2022
  - **Security Supervisor**, G4S Security Solutions – Carlisle, PA | 09/2010–03/2016
  - **Security Assistant Supervisor**, Hershey Entertainment & Resorts – Hershey, PA | 07/2008–02/2013
  - **Asset Protection Lead Agent**, Wal-Mart – Harrisburg, PA | 02/2011–02/2013
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## **Education**

### **Bachelor of Science in Criminal Justice**

University of Maryland, College Park, MD

### **High School Diploma**

Sweet Home High School – Amherst, NY

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## **Certifications**

- IAHSS Supervisor Certificate, PENNSTATE | 2022
  - IAHSS Basic Certificate, PENNSTATE | 2022
  - CPR, PENNSTATE | 2022
  - Stop The Bleed, PENNSTATE | 2022
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