

Shelby Miller

Berthoud, CO 80513

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Authorized to work in the US for any employer

Work Experience

Purchasing Agent

Wasson-ECE Instrumentation - Fort Collins, CO

December 2021 to Present

- Purchase all needed parts for each department.
- Generate and maintain reports for open and late purchase orders.
- Maintain vendor relationships.
- Enter inventory transactions.
- Process vendor return material authorizations.
- Use made 2 manage software.

Senior Service Administrator

Isolate extraction systems - Louisville, CO

May 2018 to December 2021

- Maintain service schedule.
- Count and maintain inventory and ordering.
- Answer phone calls and emails from customers in a timely manner; help with any troubleshooting.
- Perform any duties assigned in the line of work.
- Generate spreadsheets and reports for service department well-being.
- Use salesforce and MRP easy for generating quotes, invoices, and inventory counts.
- Generating purchase orders for service stock.
- Shipping and receiving
- Scheduling using Salesforce Field Service Lightning.
- Generate reports and budgets for the service department.
- Quality Control management
- Hubspot

Production machinist

Advanced machining - Longmont, CO

September 2016 to August 2017

- Run material for production parts.
- Finish parts in a timely matter.
- Inspect and measure all parts.
- Cut material for machines.

Cook

Derby grill - Berthoud, CO

January 2016 to July 2016

A lead line cook.

Hostess

Applebees Grill & Bar - Loveland, CO

August 2015 to February 2016

Greeted and seated people.

Education

Associate in Psychology

Front Range Community College - Fort Collins, CO

August 2019 to Present

High school or equivalent

Harold Ferguson High School - Loveland, CO

February 2013 to January 2015

Skills

- Inventory control (3 years)
- Filing (3 years)
- Excel (7 years)
- Google Docs (7 years)
- Salesforce (3 years)
- MRP (3 years)
- Word (5 years)
- Customer Service (7 years)
- Management (1 year)
- Scheduling (3 years)
- Receptionist (3 years)
- Billing (2 years)
- Microsoft Office (6 years)
- Data Entry (4 years)
- ERP Systems (3 years)
- Manufacturing (4 years)
- Supply Chain (2 years)
- Production Planning (1 year)
- Procurement (2 years)
- Time Management
- Microsoft Excel
- Administrative Experience (3 years)
- Maintenance (3 years)

- Microsoft Word
- Process Improvement
- Typing (9 years)
- Computer literacy
- Microsoft Outlook
- Forecasting
- Team Management
- Production Management
- Sourcing
- Google Suite (5 years)
- QuickBooks (1 year)
- Social media marketing
- Windows
- Social media management
- Purchasing (1 year)
- Budgeting
- Quality control (2 years)
- Accounts receivable (1 year)
- Accounts payable (1 year)
- Computer Networking
- HubSpot (1 year)
- CRM Software (3 years)
- Quality Assurance (5 years)
- Cash handling (1 year)
- ISO 9001
- Project management
- Customer support
- Schematics
- Adobe Acrobat
- Clerical experience
- Adobe Photoshop
- Adobe Illustrator
- Microsoft Access
- Microsoft Publisher
- Customer service
- Sales
- Pricing
- Contracts (3 years)
- Contract management (3 years)
- Quality audits (3 years)

- Accounting (2 years)

Certifications and Licenses

TIPS Certified

February 2016 to Present

Certified to serve alcohol

Driver's License

Assessments

Scheduling — Proficient

July 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

Administrator — Highly Proficient

August 2020

Personality and problem-solving skills

Full results: [Highly Proficient](#)

Typing — Expert

July 2020

Transcribing text using a standard keyboard

Full results: [Expert](#)

Work Motivation — Highly Proficient

July 2020

Level of motivation and discipline applied toward work

Full results: [Highly Proficient](#)

Attention to Detail — Highly Proficient

August 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Highly Proficient](#)

Work Style: Conscientiousness — Highly Proficient

August 2020

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Highly Proficient](#)

Administrative Assistant/Receptionist — Highly Proficient

September 2020

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

Memorization — Proficient

January 2021

Committing product or merchandise information to memory and recalling it at a later time

Full results: [Proficient](#)

Management & leadership skills: Planning & execution — Highly Proficient

January 2021

Planning and managing resources to accomplish organizational goals

Full results: [Highly Proficient](#)

Data entry: Accuracy — Expert

September 2020

Entering data quickly and accurately

Full results: [Expert](#)

Working with MS Word documents — Highly Proficient

February 2021

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Highly Proficient](#)

Customer service — Expert

August 2021

Identifying and resolving common customer issues

Full results: [Expert](#)

Administrative assistant/receptionist — Expert

August 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Expert](#)

Working with MS Word documents — Highly Proficient

February 2021

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Highly Proficient](#)

Warehouse associate — Proficient

September 2021

Assesses the tendencies that are important for success in warehouse roles

Full results: [Proficient](#)

Basic bookkeeping — Familiar

September 2021

Calculating and determining the accuracy of financial data

Full results: [Familiar](#)

Sales skills — Proficient

September 2021

Influencing and negotiating with customers

Full results: [Proficient](#)

Customer focus & orientation — Highly Proficient

September 2021

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Call center customer service — Highly Proficient

October 2021

Demonstrating customer service skills in a call center setting

Full results: [Highly Proficient](#)

Office manager — Proficient

October 2021

Scheduling and budgeting

Full results: [Proficient](#)

Call center customer service — Highly Proficient

October 2021

Demonstrating customer service skills in a call center setting

Full results: [Highly Proficient](#)

Customer focus & orientation — Highly Proficient

September 2021

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Spreadsheets with Microsoft Excel — Highly Proficient

February 2021

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Highly Proficient](#)

Senior administrative assistant/receptionist — Expert

November 2021

Using advanced scheduling and organizational skills in an office setting

Full results: [Expert](#)

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