

# Sheri Bowman

Chattanooga, TN 37404

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Temporary Employee**

Elwood Staffing-Chattanooga, TN

January 2024 to Present

Shipping Clerk and Data Entry Clerk on assignment for Coca Cola. Correctly enter information into the system using SAP 40 program. Tally all inbound loads. Make sure all bays are correct with product. Check in drivers and assign dock doors. Print BOL for the drivers and assign seals to each load. Customer Service.

### **Staffing Assistant**

Onin Staffing-Chattanooga, TN

June 2022 to November 2023

Assisting recruiters and staff with new potential teammates or teammates who are already established. Directing new teammates with registration into the systems. Setting appointments and helping those who walk in. Answer phones and transfer to the correct recruiter or Branch Manager. Detailed messages when needed. Help enter any updated information into teammate files using Staff Suite, Uno and Otis software. Updating Excel Spreadsheets weekly. Answering text messages using Sense. Perform required Drug testing and completing official paperwork required for the testing performed. Read and record scores for required testing for clients. Scanning and copying documents and electronically filing into appropriate files. Conduct Orientation Training and Safety Training per OSHA, Federal, State and client standards. Assemble packets for New clients files. Assemble packets for Orientation training. Answering questions from teammates or directing them to the right person. Make sure all teammates have the PPE needed for the job they are assigned to. Data Entry, Daily and Weekly Reports. Attend and participate in 2 staff meetings per day with home office in Birmingham Alabama. Use discretion for sensitive information. Prescreen new applicants and update notes into the three systems. Administrative duties. Office equipment.

### **Operations Specialist**

Nutrition World-Chattanooga, TN

May 2022 to November 2023

Pull products for Transfers to fill shelves at store, Create Transfers using ECRS, Participate in twice yearly Inventory, Daily Cycle Counts to insure correct counts, Daily Negative Count Reports, Input Inventory Adjustments into system, Receive new products into system, Replenish shelves, Conduct and participate in Safety Training. Receive Inventory, Shipping using ShipEasy program, Customer Service, Daily and Weekly Reports

### **Warehouse Administrator**

Lyle Industries-Dalton, GA

May 2021 to February 2023

Enter all received product into system for 3 different Warehouses accurately, Create labels for 3 Warehouses, Responsible for all Paperwork for 3 different Warehouses, Oversee 8 workers and assign positions for maximum results. Monthly and Yearly Inventory for 3 Warehouses, Record Keeping, Filing, Create BOL's, Schedule outgoing Shipments using different LTL Companies, Customer Service, Operate Fork Lift, Squeeze Lift, Pole Lift. Set up machines with product. Schedule Incoming Deliveries and assign Dock and Door, Housekeeping

## **Account Specialist**

Coregistics-Acworth, GA

April 2020 to April 2021

Point of Contact for 3 clients, Daily reports, Create PO, Excel spreadsheets, Inventory counts, Shipping, and Receiving, Creating labels for Shipping using both Fed Ex and UPS World ship, Creating BOLs for freight shipping, and scheduling pick-up. Purchasing, Production scheduling, Create Invoices, Customer Service, Monthly billing. Use of Microsoft Office, Agility, SAP, Macola software. Assistant to Safety Coordinator. Schedule and conduct monthly Safety meetings for 3 different plants. Point of contact for outside vendors and OSHA. Maintain and record all records on meetings, maintenance on equipment and employees. Uphold OSHA rules and regulations. Conduct orientation for new employees.

## **Logistics Assistant**

JeTech Inc-Acworth, GA

August 2019 to April 2020

Customer Service, Data Entry, Fulfill Customer Orders, Shipping and Receiving, UPS World ship, FedEx, Pulling Orders, Weekly and Daily Reports, Inventory, Order Stock. Use of Microsoft Office software, Excel Spreadsheets

## **Warehouse Associate**

PPS-Kennesaw, GA

June 2017 to August 2019

Order Pulling, UPS/ FedEx software, RF Scanners, Data Entry, Inventory, Reports, Wire Termination, Quality Control, Shipping and Receiving, Prepare BOL

## **Night Manager**

Waffle House-Canton, GA

August 2016 to August 2019

Customer Service, Inventory, Reports, Cash and Credit Card Transactions, Data Entry

## **Administrative Assistant**

McDowell Freightlines-Cartersville, GA

February 2007 to August 2016

HR, Payroll, Accounts Payable/Receivable, Prepare BOL, Data Entry, Customer Service

## Education

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### **Associate's degree in Accounting**

Western Carolina University - Cullowhee, NC

August 1992 to May 1994

## Skills

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- Order Picking (3 years)
- Quality Control (3 years)
- Shipping & Receiving (3 years)
- Pallet Jack (3 years)
- Logistics (1 year)

- Packaging (3 years)
- Microsoft Office (10+ years)
- QuickBooks (5 years)
- Data Entry (10+ years)
- Customer Service (10+ years)
- Office Management (10+ years) Assessments Work Style: Reliability -- Highly Proficient June 2019 Tendency to be dependable and come to work. Full results: Highly Proficient Warehouse Associate -- Highly Proficient July 2020 Assesses the tendencies that are important for success in warehouse roles. Full results: Highly Proficient Workplace Safety -- Highly Proficient July 2020 Using safe practices at work. Full results: Highly Proficient Scheduling -- Proficient October 2020 Cross-referencing agendas and itineraries to avoid scheduling conflicts. Full results: Proficient Customer Service -- Proficient October 2020 Identifying and resolving common customer issues. Full results: Proficient Attention to Detail -- Proficient October 2020 Identifying differences in materials, following instructions, and detecting details among distracting information. Full results: Proficient Forklift Safety -- Highly Proficient May 2020 Best practices and safety hazards in forklift operation. Full results: Highly Proficient Warehouse Shift Leader -- Proficient May 2020 Supervising warehouse staff and maintaining safety and security standards. Full results: Proficient Verbal Communication -- Highly Proficient May 2020 Speaking clearly, correctly, and concisely. Full results: Highly Proficient Supervisory Skills: Interpersonal Skills -- Proficient May 2020 Fostering a collaborative environment and conducting difficult conversations. Full results: Proficient Following Directions -- Highly Proficient May 2020 Following multi-step instructions. Full results: Highly Proficient Management & Leadership Skills: Impact & Influence -- Highly Proficient May 2020 Choosing the most effective strategy to inspire and influence others to meet business objectives. Full results: Highly Proficient Customer Focus & Orientation -- Highly Proficient May 2020 Responding to customer situations with sensitivity. Full results: Highly Proficient Call Center Customer Service -- Proficient June 2020 Applying customer service skills in a call center setting. Full results: Proficient Filing & Organization -- Proficient June 2020 Arranging and managing information or materials using a set of rules. Full results: Proficient Attention to Detail: Inventory -- Proficient March 2019 Measures a candidate's ability to apply systematic processes for managing and storing products and merchandise. Full results: Proficient Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.
- Manufacturing
- Warehouse experience
- Production Planning
- Accounts Payable
- Purchasing
- SAP
- Accounts Receivable
- ERP Systems
- Accounting
- Freight Experience
- Microsoft Excel
- Warehouse Management
- Forklift
- Inventory Control
- Warehouse Distribution Experience
- General Ledger Accounting
- Production Management
- Jira
- Slack
- Zendesk
- Communication skills

- EHS
- OSHA
- Computer skills
- English
- Time management

## Certifications and Licenses

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### **Pallet Jack Certification**

#### Assessments

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#### **Customer focus & orientation — Proficient**

February 2024

Responding to customer situations with sensitivity

Full results: [Proficient](#)

#### **Filing & organization — Proficient**

July 2024

Arranging and managing information or materials using a set of rules

Full results: [Proficient](#)

#### **General manager (hospitality) — Proficient**

May 2020

Solving group scheduling problems and reading and interpreting P&L statements

Full results: [Proficient](#)

#### **Attention to detail — Proficient**

March 2022

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

Full results: [Proficient](#)

#### **Data entry: Attention to detail — Proficient**

February 2024

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

#### **Warehouse safety — Proficient**

March 2022

Using safe practices in a warehouse setting

Full results: [Proficient](#)

#### **Work style: Reliability — Proficient**

August 2021

Tendency to be reliable, dependable, and act with integrity at work  
Full results: [Proficient](#)

### **Administrative assistant/receptionist — Proficient**

May 2022

Using basic scheduling and organizational skills in an office setting  
Full results: [Proficient](#)

### **Food service: Customer situations — Proficient**

April 2024

Identifying and addressing customer needs in a food service setting  
Full results: [Proficient](#)

### **Workplace safety — Proficient**

July 2020

Using safe practices at work  
Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

March 2022

Tendency to be reliable, dependable, and act with integrity at work  
Full results: [Proficient](#)

### **Attention to detail — Proficient**

July 2021

Identifying differences in materials, following instructions, and detecting details among distracting information  
Full results: [Proficient](#)

### **Forklift safety — Proficient**

May 2020

Best practices and safety hazards in forklift operation  
Full results: [Proficient](#)

### **Customer service — Proficient**

July 2021

Identifying and resolving common customer issues  
Full results: [Proficient](#)

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