

Tiffany Littlejohn-Brown

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Objective To obtain a position with a major corporation that will utilize my existing skills as well as provide an opportunity for growth and career advancement

Experience **Inventory Control Lead**

Belk Fulfillment Center, Jonesville, SC

Sep 18, 2018- present

- Picking: Scan and collect items to fulfill online orders that were placed on Belk.com
- Packing: Prepare and pack orders, that were obtained and fulfilled by pickers, to be shipped to the customer
- Putaway: Scan vendor boxes and place contents of the boxes in designated locations in the fulfillment center
- Inventory/cycle counting: Ensure that items that enter the fulfillment center are accounted for and are in a suitable condition to be picked and distributed to the customer
- Make sure the items that are present in the fulfillment center are stored correctly and in their proper locations
- Maintain a daily production goal of 95% or better
- Inventory Problem Resolution: Inbound: Ensure that all items that are received by the fulfillment center can be placed in their proper locations
- Outbound: Make sure any orders that have discrepancies when they reach the packing stations are corrected and shipped to the customer
- MOS/Bin Checks: work with corporate customer service to support and resolve all customer related issues
- Provide training and coaching to new employees
- Assign associate roles at start of shift and Making necessary adjustments throughout the shift

Cook 2 & Training Lead

HMS Host, Charlotte, NC

March 13, 2015 – Sep 13, 2018

- Assign associate roles at start of shift and Making necessary adjustments throughout the shift
- Provide training and coaching to new and existing returns associates
- Supervises and assigns duties to staff involved in the operation of the assigned work area, ensuring duties are carried out effectively.
 - Performs as working supervisor, responsible for all food preparation and cooking in assigned area, i.e., main meal preparation, bakeshop, diet kitchen, etc.
 - Prepares requisitions for groceries and supplies daily, checking inventories and quality of all meats and grocery supplies received.
 - Assists Food Services Supervisor or Dietitian in menu planning, recipe standardization and development and product-testing.
 - Assists Food Services Supervisor or Dietitian in performance appraisal of junior staff.
 - Ensures food portioning is controlled by monitoring food distribution.
 - Inspects and reports any faulty equipment to senior personnel. Ensures kitchen area is clean and sanitary.

Education

Getty's D Broome High School
Spartanburg, SC
Graduation: May 2010

The Art Institute of Charlotte
Charlotte, NC
2010-2013

Communication

- Presented weekly reports to directors and leaders
- Conducted meetings and corresponded with members often

- Background in customer relations
- Trained newly elected and hired individuals

Leadership

- Returns/Inventory Control/Customer service/Production Lead, *Belk*
- Team Lead- HMS Host

References

Charles Wardlaw
Operations Manager- Belk Fulfillment
Phone: 864-674-6728

Angela Cody
General Manger- HMS Host
864-219-2828

Michelle Malik
Operations Manager- Belk Fulfillment

Danielle Hunter
Production Supervisor