

Tisha Hyde

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Professional Summary

Logistics & Inventory Specialist with 8 years of experience optimizing supply chain operations and reducing inventory discrepancies. Skilled in forklift operation, SAP, and warehouse management, consistently enhancing customer satisfaction through proactive problem-solving and efficient team collaboration. Dedicated to achieving operational excellence and driving cost savings.

Work Experience

Logistics Specialist Inventory

Wacker-Charleston, TN

June 2021 to October 2024

- Tracked supply, equipment and product inventory quantities to maintain necessary levels.
- Load/Unload/Site Delivery Materials with the correct fork-lift/box truck/turrent lift
- Coordinated incoming and outgoing shipments to maintain schedules.
- Managed inventory levels for optimal cost savings and minimal stock outs.
- Oversaw every phase of the supply chain, from purchase order to delivery to invoicing, targeting 100%end-user satisfaction.
- Handled high-volume paperwork and collaborated with administrators to resolve invoicing and shipping problems.
- OSHA/ Hazard Material trained, label incoming and current Hazard materials and file the correct paperwork with the Logistics Clerk
- Cycle Counts and inventory for complete warehouse and spare parts, noting corrections discrepancies, and file results
- Pick and operate SAP systems orders with label printers, tablets, and RF Scan systems
- Understanding and knowledge of commodity codes for warehouse and site materials
- Communicate with Clerks site maintenance, site staff, vendors, and supervision to ensure correct and timely turnarounds
- Optimized inventory management through data-driven strategies, reducing stock-outs and enhancing cost-efficiency in supply chain operations. Stream lined logistics processes, ensuring timely deliveries and accurate order fulfillment, resulting in improved customer satisfaction rates.

Warehouse Management

Latrell Staffing @ Omni Max-Cleveland, TN

April 2020 to January 2021

- Load/Unload delivers and shipments with fork-lift
- Streamlined data entry processes by optimizing SAP system usage for accurate and efficient information management.
- Collaborated with cross-functional teams to troubleshoot and resolve issues related to SAP data entry or reporting discrepancies.
- Reduced errors in invoicing by diligently reviewing sales orders entered into the SAP system before they were processed further down the line.
- Communicate with trucking and shipment companies about pick-up dates and times to set a streamlined schedule
- Fill orders create and label material to be loaded, create BOL for shipments, create customs paperwork for non-US shipments
- Note and scan data and paperwork to SAPOptimized SAP system usage, streamlining data entry processes for enhanced accuracy and efficiency in warehouse management operations.

Developed streamlined scheduling system for trucking and shipment companies, enhancing pick-up coordination and operational efficiency.

Inventory Coordinator

Manpower@ Resolute Forest Products-Charleston, TN
March 2017 to October 2018

- Construction inventory small parts coordinator
- worked with contract company, vendors, and direct company during the construction of the new plant on-site
- Worked with customs and local delivery systems to ensure all parts for construction that will go into the new plant were delivered and counted
- Monitor and maintain current inventory levels
- Record, track, and report inventory as necessary
- Process purchasing orders as required
- Perform physical count of inventory and reconcile actual stock count to computer-generated reports
- Receive, unpack, and deliver goods; re-stock items as necessary; label shelves
- Process and document returns as required following established procedures
- Work closely with purchasing department, receiving department, and other staff to complete tasks
- Organize and manage inventory documentation and coordinate with auditors to ensure compliance with internal procedures and government regulations
- Identify and resolve discrepancies between inventory records and physical counts
- Ensure that damaged or misplaced inventory items are accounted for and handled properly

Production Lead

Duracell W/ Global Staffing-Cleveland, TN
October 2012 to November 2016

Use a computer to access the SAP system to order, issue and receive materials.

Create bar codes for finished goods and cell aging

Enter data into SAP system to ensure inventory and location accuracy.

Utilize and maintain visual control Systems.

Load materials from the staging area with a forklift to tigger carts, hand load material to tigger carts, and use a hand truck to ensure delivery to the point of use.

Ensure SAP system first in first out barcode issue transaction is completed where applicable.

Ensure all points of use and storage locations including work in process, finished goods, and scrap are identified and properly stored in designated locations.

Take appropriate action to maintain material flow through the assigned area of responsibility.

Quality Checks - Must verify part numbers and skid quantity.

Record, enter, and ensure accuracy of traceability.

Weigh and enter departmental scrap.

Enter non-conformance tickets in SAP and attach barcodes to non-conforming product

Cross-train to other jobs as required supporting manufacturing/warehouse operations

Production Line Lead, Packer, Machine Operator, and safety rep on all trained on all lines

Production Supervisor oversaw a crew of 40-90 nightly

Education

Medical Assisting

Chattanooga College - Chattanooga, TN
January 2009 to December 2011

Skills

- Forklift (Experienced) Logistics (Experienced)
- Labeling (Expert) Team Lead (Expert)
- Warehouse (Expert) Inventory (Experienced)
- SAP (Skillful) Scheduling (Experienced)
- Inventory (Experienced)
- Shipping (Experienced) Receiving (Experienced)
- Supply Chain (Experienced) Customer Service (Experienced)
- Warehouse Management System
- Computer Networking
- SAP Warehouse Management
- Warehouse Distribution Experience
- Order Picking
- Freight Experience
- Materials Handling
- Warehouse Management
- Order Fulfillment
- Box Truck
- Pallet Jack
- Merchandising
- SAP Materials Management
- Inventory Control
- Shipping & Receiving
- RF Scanner
- Warehouse Supervisor Experience
- Manufacturing
- Quality Assurance
- Customer service (5 years)