




TYJAH PETERS

Contact

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Houston, Texas 

Experience

PURCHASING AGENT/ BUYER – DXP ENTERPRISES

MARCH 2024 - CURRENT

- RUN REPLENISHMENT ROUTINES, PLAN AND ORDER STOCKED ITEMS THROUGH OUR PROPRIETARY INVENTORY MANAGEMENT AND PROCUREMENT SYSTEM
- SOURCE INDUSTRIAL PRODUCTS WITH STRONG KNOWLEDGE OF MECHANICAL, INDUSTRIAL AND MANUFACTURING PARTS/PRODUCTS
- MANAGE STOCKED ITEMS TO TARGETED INVENTORY LEVELS, AND LINE FILL RATES
- MONITOR THE ACCURACY OF PLANNING DATA AND RECOMMEND REORDER POINT MODIFICATIONS AS APPROPRIATE BASED ON USAGE PATTERNS
- INVENTORY AND WAREHOUSE MANAGEMENT FOR OMAHA, HOUSTON, AND OHIO LOCATIONS
- SOURCE NON-STOCK REQUIREMENTS AND MEET CUSTOMER REQUIRED DELIVERY DATES
- ASSIST IN RESOLUTION OF SUPPLIER ISSUES
- WORK WITH ALL FUNCTIONS IN RESOLUTION OF BILLING DISCREPANCIES, SHIPMENT ACCURACY, AND ADHERENCE TO EXPECTED SUPPLIER PERFORMANCE
- MONITOR QUALITY AND DELIVERY PERFORMANCE OF SUPPLIERS
- COMPLETE AND MONITOR REPORTS INCLUDING INVENTORY, PROCUREMENT, AND SUPPLIER PERFORMANCE METRICS
- DEVELOP AND EXECUTE ACTION PLANS FOR SUBSTANDARD PERFORMANCE
- RESPOND TO CUSTOMER CONCERNS TO ENSURE PARTS AVAILABILITY
- EXPEDITE ORDERS TO ENSURE REQUIRED DELIVERY DATES ARE MET
- PARTICIPATE IN SPECIAL PROJECTS AS DIRECTED, TO INCLUDE PROCESS IMPROVEMENT TEAMS
- USE OF SUPPLIER CATALOGS AND ON-LINE RESEARCHING
- PURCHASE ORDER MANAGEMENT AND EDI TRANSMITTAL
- EFFECTIVELY PRESENT INFORMATION AND RESPOND TO QUESTIONS FROM CUSTOMERS, MANAGERS, EMPLOYEES AND SUPPLIERS

ADMIN ASSISTANT/ RECEPTIONIST – CONTRACT ; TEMP AGENCY

OCT 2023 – MARCH 2024

DSV LOGISTICS & TRANSPORTATION – HOUSTON, TEXAS

- SCHEDULED AND COORDINATED MEETINGS AND APPOINTMENTS
- MAINTAINED EXPENSE REPORTS FOR MANAGERS
- OPENED, SORTED, AND DISTRIBUTED INCOMING MESSAGES AND CALLS TO DEPARTMENTS
- ASSISTED WITH GENERAL ADMINISTRATIVE TASKS AND PROJECTS
- PROVIDED SUPPORT TO MANAGEMENT
- SERVED AS DIRECT ASSISTANCE TO ADMIN
- ENSURED QUALITY SERVICE AND ADDRESSED CUSTOMER CONCERNS
- SORTED AND STORED IMPORTANT DOCUMENTS TO THE CORRECT DEPARTMENTS

- MANAGED STOCK ROOM INVENTORY
- BOOKED CONFERENCE CALLS AND ROOMS
- PERFORMED BASIC BOOKKEEPING
- HANDLED MAIL, EMAILS, AND FAXES
- HANDLED CUSTOM BORDER DOCUMENTS
- MADE SURE ALL IMPORTED AND EXPORTED SHIPMENTS WENT THROUGH CLEARANCE
- DAILY USE OF MICROSOFT OFFICE, TEAMS, AND EXCEL

**ADMINISTRATIVE ASSISTANT REMOTE/IN PERSON
SEPTEMBER 2023**

FEB 2023-

PROPER ROOFING AND REMODELING — Houston , Texas

- Maintained files and filing, keeping sensitive information confidential.
- Answered phone calls, directed inquiries to appropriate personnel, responded to customer requests in a timely manner.
- Answered telephones to give information to callers, take messages, or transfer calls.
- Provided administrative support to management staff, including scheduling meetings and appointments, preparing agendas, taking minutes, and maintaining records.
- Developed and maintained filing systems for confidential documents and records.
- Operated office equipment, such as fax machines, copiers, and phone systems and arranged for repairs when equipment malfunctions.
- Created, maintained and entered information into databases.
- Scheduled and confirmed appointments for clients, customers, and supervisors.
- Assisted in the preparation of presentations using Microsoft Office Suite applications such as Word, Excel, PowerPoint.
- Managed payroll for employees as well as additional commission earned
- Managed clients accounts by keeping them up to date on financing, credit reports, fees, and payments
- Calculated the equipment and materials required for projects
- Worked closely with project management to coordinate shipping and receiving dates as well as installations
- Calculated and planned company team events/dinners
- Coordinated and calculated full monthly budgets.
- Managed expense reports for project management
- Dispatched and tracked project supplies and Materials
- Dispatched workers to appropriate sites
- Maintained communication with employees and clients after dispatching

PRESCHOOL TEACHER

Jun 2022 - Feb 2023

CHILDREN'S LIGHTHOUSE — Spring , Texas

- Managed student behavioral issues to optimize classroom learning environment.
- Motivated and engaged students, developing skills and knowledge for academic foundation.
- Created and maintained clean, safe and organized learning environment.
- Developed and maintained classroom environment conducive to learning and appropriate for social and emotional development of students.
- Provided feedback to parents regarding student's academic growth and behavioral development.
- Planned lessons with logically sequenced objectives, based on curriculum.
- Evaluated student academic growth, recording and preparing progress reports for parents or guardians.
- Communicated with parents and guardians regarding academic, behavioral, or safety concerns.

OFFICE ASSISTANT

May 2021 - Jun 2022

SIMPERFI ELECTRICAL — Spring , Texas

- Answered incoming calls promptly and professionally; took messages or transferred calls to appropriate personnel.
- Greeted visitors in a professional manner and provided assistance when necessary.
- Operated office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Performed data entry tasks with accuracy and speed utilizing MS Office applications such as Word, Excel, PowerPoint.
- Delivered messages and ran errands.
- Scanned, faxed, and filed invoices and sales receipts.
- Answered multi-line telephone system to direct calls and take messages.
- Supported staff by performing data entry and completing administrative duties.

TEAM MEMBER

Oct 2019 - Mar 2021

SPRING CREEK BARBECUE — Spring , Texas

- Demonstrated ability to work efficiently in a fast-paced environment, while providing excellent customer service.
- Cleaned and sanitized work areas, equipment and dishes.
- Performed cashiering duties accurately including taking orders, handling payments, making change.
- Provided friendly and attentive service to ensure customer satisfaction.
- Prepared and served food and beverages to customers.
- Processed payments and completed register transactions accurately.
- Restocked supplies such as napkins, condiments, utensils when needed.
- Assisted with training of new staff members.
- Communicated effectively with kitchen staff regarding customer orders and special requests.
- Resolved customer complaints and inquiries in a timely manner.
- Memorized menu to help diners make informed meal choices.
- Stored food in designated containers and storage areas to prevent spoilage.
- Adhered to all health codes and sanitation regulations while preparing food items for customers.