

Shelbie Curtis

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(724)-809-3876

EDUCATION

Southern New Hampshire University | Bachelor of Science | Anticipated June 2023 | Psychology

WORK EXPERIENCE

Dallas Airmotive

Materials Specialist | April 14, 2019-Present

- Communicated and worked with numerous vendors for the procurement of aircraft parts and materials
- Completed proper receiving and filing of parts and materials to designated work orders in a timely manner
- Maintained upkeep of regional parts stock along with yearly inventory inspections
- Created various forms of purchase orders for purchasing and repair of larger-scale aircraft parts
- Properly and professionally communicated and cooperated with the billing department to organize parts certificates, receiving paperwork, and tagging per work order
- Successfully followed FAA and Dallas Airmotive shipping, labeling, and receiving guidelines
- Maintained upkeep of all incoming and outgoing shipments including work order, tech on site, and contact information certification
- Received forklift operation certification through Dallas Airmotive
- Proficiently continued job updates to corporate and regional locations including parts arrival, condition, and shipping locations.

Aerie

Sales Associate | August 2018- March 2019

- Work with a team of numerous associates to optimize productivity and an overall comfortable shopping experience
- Introducing promotions and opportunities to customers to increase overall sales goals, while maintaining superior product knowledge.
- Handle online delivery orders on time schedule daily
- Maintaining an orderly appearance throughout the sales floor
- Complied with store security, safety, and loss prevention guidelines

Knuckleheads Pizza

Head Cook | November 2015 – March 2019

- Led shifts while personally preparing food items and executing requests based on required specifications, ensuring all staff understood expectations and parameters of kitchen goals and daily kitchen work.
- Enhanced and maintained the central standardized recipe and ingredient repository, including nutritional and cost information.
- Prepared food items consistently and in compliance with recipes, portioning, cooking, and waste control guidelines.
- Practiced and ensured safety in food preparation, and personnel handling and storage of food.
- Positively engaged with customers, offering menu information, providing suggestions, and showing genuine appreciation for their business.

SKILLS & ABILITIES

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| · Aptitude for learning | · Employee Relations | · Active Listening |
| · Exceptional communication skills | · Time Management | · Creative problem solving |
| · Organized | · Food Safety Procedures | · Patient |