

Mrs. Kelly D Sills

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706 Rockwall Ave

Terrell TX 75160

Work Experience

Supply Chain Analyst DIV 1 at Tuesday Morning,

6250 LBJ Dallas, TX August 2018 - current

DUTIES AND RESPONSIBILITIES.

- Communicates and initiates actions to Buyer / Buyer-Coordinators and other departments.
- Assists with daily issue resolution and helps resources resolving problems.
- Provides recommendations for process improvements.
- Provides on-going recommendations for improving merchandise flow initiatives.
- Works directly with vendors to ensure vendor is capable of complying with packaging and labeling requirements.
- Maintains and strengthens internal, external customer, stores and supplier relationships. Communicates and works with Supply Chain partners in Transportation, Inventory Management, Merchants, Store Operations, and Merchandise Allocation to flow product through the Distribution Center in the most cost efficient and productive manner.
- Perform other duties as assigned.
- Builds and maintains a work environment that is positive and is supported by open feedback and two-way communication at all levels.

Supply Chain Coordinator at Tuesday Morning,

6250 LBJ Dallas, TX April 2018 – August 2018

DUTIES AND RESPONSIBILITIES.

- Assists with daily issue resolution.
- Works directly with vendors to ensure vendor is capable of complying with packaging and labeling requirements on their PO's.
- Communicates and initiates actions to Buyer / Buyer-Coordinators and other departments. Answers vendor questions on TM's requirements using the vendor relations email box.
- Run daily reports for the issues log.

- Support the Supply Chain Analyst and interact closely and collaborate with business partners, including Buying Teams, Vendors, DC Operations, Transportation and Store Operations.
- Responsible for overseeing the completion of work assigned and the day to day resolution of operational issues in Receiving and Processing departments.
- Participates in weekly DC walks to identify opportunities for process improvement around compliance issues.
- Completes new vendor set up process by reviewing and approving all new vendor packets for completion and accuracy.
- Works with vendors to ensure that all legal documentation is current, complete, and accurate.

Receiver/ Issues at TUESDAY MORNING INC. DISTRIBUTION CENTER,

Farmers Branch, TX August 2016 April 23, 2018

Inbound Receiver and Issues

DUTIES AND RESPONSIBILITIES.

- Issue log entry and resolution communications with SCA, and IC.
- Completion of daily receiving audits and new hire training
- Data entry and discrepancy research.
- Proof all PO packets for 100% accuracy before close receipt

Processing Lead at TUESDAY MORNING INC.

DISTRIBUTION CENTER July 2014 - August 2016

DUTIES AND RESPONSIBILITIES.

- Relocate merchandise to proper location.
- Price, process, split, pack product to be distributed to stores.
- Perform cycle counts, investigate and resolve inventory discrepancies.
- Pick orders for shipment.
- Move merchandise to staging area, verify SKU and quantity check for damage, and verify that order is complete and processed
- Responsible for the upkeep of equipment and tools provided by the company.
- Communicates with Supervisor/Department Manager on performance to plan through-out the shift.
- Makes adjustments based on performance to expectation.
 - Meets or exceeds performance metric goals to include, but not limited to safety/Quality/Job Knowledge/Production/Attendance

Private ABA Nanny at Private, Frisco TX June 2009 - January 2013

DUTIES AND RESPONSIBILITIES.

- Provides intensive individualized therapy services directed toward the development and enhancement of skills necessary for emotional, cognitive, behavioral, language, and interpersonal growth of the child.
- Uses appropriate applied behavior teaching, communication, and reinforcement techniques consistently.
- Completes all required documentation and data collection daily.
- Reinforced learning of skills as described in the treatment plan.
- Helps the child master daily routines such as meal prep and hygiene habits.
- Assists with the supervision of the child during play periods and field trips.
- Assists the child throughout the school environment as necessary.
- Checks notebooks and supervises testing and make up work as assigned by the teacher.
- Helps the student with his/her clothing as needed.
- Assists with lunch, snack and cleanup routines.
- Assists with wash-up and toilet routines.
- Participates in in service training programs as assigned.

EDUCATION

- Southern New Hampshire University-online
2020-current estimated graduation 1- 2024
BS.OMA.LTR BS Operations Management w/conc in Logistics & Transport
- North Mesquite High School
General Education
1985/1989