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Top Skills

Scheduling

Training

Inventory Management

Certifications

Insurance Agent (Property, Casualty)

Insurance Agent (Life)

Abigail Douglas

Inventory & Systems Manager
Spokane

Summary

Inventory & Systems Manager working to improve scalable systems for Wallaroo's, a rapidly expanding furniture business. Skilled in the Microsoft Office Suite, inventory management, and staff training. Always interested in trying new things and expanding horizons. Firmly believe that anything can be accomplished with the right attitude, planning, and commitment.

Experience

Wallaroo's Furniture and Mattresses

11 months

Inventory & Systems Manager

December 2021 - Present (7 months)

Spokane Valley, Washington, United States

Create and manage spreadsheets utilized by all departments; Improve inter-department communications through improved UI; Research and guide upcoming software switch for inventory management; Aid in establishing SOPs for training and software use; Update items in software to reduce oversold inventory; Create clear container tracking for oversea shipments to keep all departments informed; Contact other departments to work on resolutions if issues were discovered in orders; Prepare short and long distance transfers in the software; Communicate stock updates to other departments

Administrative Assistant

August 2021 - December 2021 (5 months)

Spokane Valley, Washington, United States

Receive container shipment inventory into software; Mark orders as completed where necessary; Contact other departments to work on resolutions if issues were discovered in orders; Prepare short and long distance transfers in the software; Communicate stock updates to other departments; Manage paperwork and filing systems

American Family Insurance

Family Risk Advisor

November 2020 - August 2021 (10 months)

Coeur d'Alene, Idaho, United States

Write policies for property, casualty, and life; Make outgoing phone calls;
Manage leads; Educate clients on their insurance coverages

Qualfon

T-Mobile Virtual Retail Agent

May 2020 - November 2020 (7 months)

Coeur d'Alene, Idaho, United States

Assist customers chatting into customer service; Convert chats to phone calls;
Resolve concerns; Make sales virtually; Knowledgeable about devices, offers,
and plans

The Wendy's Company

Assistant General Manager

May 2019 - May 2020 (1 year 1 month)

Spokane, Washington Area

Manage crew; Ensure food safety and quality; Create supply orders; Record
weekly and monthly inventory; Train new hires; Fill in where needed

The Bay Bar and Grille

6 months

Pantry Cook

January 2019 - March 2019 (3 months)

Bozeman, MT

Pantry cook (cross-trained from prep cook); Prepare salads and sandwiches
to order; Alter dishes as required to fit ticket requests; Stock station; Perform
necessary opening and closing tasks

Prep Cook

October 2018 - January 2019 (4 months)

Bozeman, MT

Prep cook; Determine amount of preparations needed for day, time of year,
and anticipated events; Prepare sauces, desserts, cuts of meat, etcetera,
to ensure the restaurant is prepared for the day; Uphold consistency and
standards of food for best end product

Qdoba Mexican Grill

1 year 8 months

Assistant General Manager

May 2018 - October 2018 (6 months)

Bozeman, MT

Assistant general manager (promoted from shift manager); Manage crew; Ensure food safety and quality; Create work schedules; Conduct interviews; Train new hires; Manage catering orders; Fill in where needed

Shift Manager

August 2017 - May 2018 (10 months)

Bozeman, MT

Shift manager (promoted from grill cook); Manage crew; Ensure food safety and quality; Ensure proper portioning; Promote positive and productive work environment; Resolve any customer concerns

Grill Cook

March 2017 - August 2017 (6 months)

Bozeman, MT

Closing grill cook; Prepare all food for shift; Ensure food safety and quality; Stock line during rushes; Budget time to have fresh food for busy times and reduce food waste; Clean grill, hood vents, hoods, and all other grill equipment nightly

Target

Barista

May 2016 - March 2017 (11 months)

Bozeman, MT

Barista for the Starbucks located within Target; Prepare orders; Operate P.O.S. system; Cashier when needed; Maintain equipment; Unload truck orders; Manage food safety documentation

MSU Concessions

Student Manager

January 2016 - December 2016 (1 year)

Bozeman, MT

Student manager; Maintain health codes; Prepare food, Coordinate volunteers

Central Kitsap School District

STEM Paraeducator

June 2015 - August 2015 (3 months)

Silverdale, WA

Paraeducator for summer engineering courses offered to middle school students through the STEM Academy Program; Teach students core

engineering principles; Manage class time and resources; Coordinate with parents to convey information and exhibit student progress

TIETON FARM & CREAMERY LLC

Summer Intern

June 2012 - August 2014 (2 years 3 months)

Ellensburg, WA

Intern working weekly at the farmer's market; Sell and sample out product, Provide customers with accurate information, and Clean up

Ellensburg School District

Communicative Executive

February 2012 - August 2014 (2 years 7 months)

Ellensburg, WA

Communicative executive; Coordinate between the school district's elementary schools, middle school, and high school to curate a weekly schedule for the public; Format correctly for the school district's television channel while maintaining readability; Notify appropriate contacts of discrepancies between websites and manually submitted events

Cramer's Home Furnishings

Retail Merchandiser

November 2010 - August 2014 (3 years 10 months)

Ellensburg, WA

Retail Merchandiser; Clean store, Organize paperwork, and Prepare for large events

Bulldog Mercantile (Overseen by D&M Coffee)

Barista

September 2011 - June 2013 (1 year 10 months)

Ellensburg, WA

Barista; Prepare espresso beverages for customers; Work the P.O.S. quickly and accurately; Design and encourage promotional offers

Education

Montana State University-Bozeman

Industrial and Management Systems Engineering · (2014 - 2018)

Ellensburg High School

