

MOLLI SHEARIN

PROFESSIONAL SUMMARY

Experienced project coordinator looking to transition into a new career in software development and web design. Currently taking a web development and introduction to computer programming class while working full time as a coordinator. Gaining experience in HTML, CSS, JavaScript, and C# through class projects and online resources. Hoping to apply the skills I have gained through my project coordination experience and the new skills I am learning into an internship role to further my experience in software development and web design.

WORK HISTORY

BREWER SCIENCE

Coordinator 2022 - Present

- Oversee and manage all logistics operations to support the smart devices and foundry business unit
- Utilize ERP systems to monitor and forecast materials necessary to fulfill ongoing orders and projects
- Develop and update inventory operating strategies, plans, and procedures
- Prepare detailed reports on inventory operations, stock levels, and necessary adjustments

CENTRAL STATES INDUSTRIAL

Project Coordinator 2021 – 2022

- Verified project requirements were fully met and that projects were completed on time
- Assisted with defining new processes to improve business flow
- Created purchase orders and tracked inbound and outbound materials
- Monitored projects utilizing an ERP system
- Compared expenses between projects and researched discrepancies
- Created and scheduled manufacturing jobs for standard parts
- Facilitated weekly production planning meetings, and recorded and followed-up on action items
- Trained and mentored new employees on coordination processes
- Effectively communicated and coordinated between cross functional teams, including project managers, buyers, and designers

COMMUNITY PARTNERSHIP OF THE OZARKS

Housing Case Manager 2019 – 2021

- Coordinated and facilitated client care through assessment, evaluation, planning, and implementation
- Helped clients achieve economic stability through needs identification, program assistance, support, referrals, training, or other interventions, initiatives, or efforts
- Networked with local agencies, service groups, community groups, churches, and others in the service area
- Connected clients with appropriate partner agencies through referrals and followed-up to ensure connections were made
- Assisted referred program participants in locating housing and filling out housing applications
- Assisted with the review and understanding of lease requirements

CONTACT

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SKILLS

- HTML/CSS
- C#
- JavaScript
- Technical Writing
- Microsoft Office Suite
- Project Coordination
- Enterprise Resource Planning
- Logistics Management
- Case Management

EDUCATION

A.S. in Computer Science

Ozarks Technical Community College

Expected Graduation: May 2024

B.S. in Psychology

Missouri State University

May 2017, *magna cum laude*