Trisha Wheeler

Supply Chain and Logistics
Mountlake Terrace, WA 98043
TrishaWheelerW@gmail.com
(206)618-7386

Work Experience

Operations/Supply Chain and Logistics Manager
Alliance Mercantile, Inc - Mukilteo, WA
January 2018 to August 2019

Computer item and warehouse set up. Computer maintenance of supplier records and inventory descriptions of pricing, units of measure and upc code maintenance. Coordination with warehouses of inbound freight. Preparation of purchase orders. Import computer receiving's and import documentation management. Preparation of commercial documents for stock transfers to Canada. Correspondence with brokers and freight forwarder. EDI/E-commerce maintenance and daily processing. Direct assistance to the controller to provide integration of Supply Chain, Logistics and reporting policies and systems. Sales order entry overflow and oversight. Light accounting backup and end of day procedures. In addition,
Customer Service: Product knowledge-customer calls/questions Agent Support and customer specific responsibility Collection calls/emails Invoicing

Operations Manager
HP Flooring, Inc. - Snohomish, WA
August 2016 to May 2017

Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, and/or distribution of products.
Manage staff, preparing work schedules and assigning specific duties. Review financial statements. Establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary. Oversee activities directly related to making products or providing services.
Locate, select, and procure merchandise for resale and material for commercial and residential installations. Perform sales floor work such as greeting and assisting customers, stocking shelves, and taking inventory.

Staff Analyst
Boeing/Chipton-Ross - Everett, WA
November 2015 to May 2016

Collected, assembled, compared, and tracked data from multiple sources. Summarized and reviewed documentation and developed informational or technical materials, including status reports. Developed and maintained the project schedule, monitored and tracked execution of the plan using WIP tool. Schematics manipulation using Visio and documentation migration into Doors.

Executive Administrative Assistant
Boeing/Chipton-Ross - Everett, WA

April 2015 to October 2015

Office Administrator/737NG Pre-Assembly Ref Guides Project-Propulsion Systems Division
Supported the superintendent of PSD.
Managed calendars, logistics for meetings, employee support, Pride@Boeing support.
Worked with the Renton team in Pre-Assembly to revamp the Reference Guides for the 737NG.
Successfully managed and completed projects including Reference Guides for the 737NG

Executive Administrative Assistant

Boeing/Chipton Ross - Everett, WA
April 2015 to September 2015

Supported the superintendent of PSD.
Managed calendars, logistics for meetings, employee support, Pride@Boeing support.
Worked with the Renton team in Pre-Assembly to revamp the Reference Guides for the 737NG.

Accomplishments
Successfully managed and completed projects including Reference Guides for the 737NG.

Skills Used
Data analysis and auditing, team building and brain-storming, photo editing, compiling data and
building materials together for completion.

Executive Administrative Assistant

Boeing/Chipton Ross - Bothell, WA
December 2014 to February 2015

Responsibilities
SQ A/P Program Support
Support data migration of critical aerospace records from legacy application to new application.
Review specific records within a native application; and, enter specific data from those records
into specific fields in a new application designed for this data migration process. Update Metrics for
Supplier Quality IVR New application "ISIS" deployment utilizing pivot tables in Excel for status reports
in Power Point.

Staff Analyst

Boeing/Chipton Ross - Seattle, WA
March 2012 to August 2012

Administrative management of standing project, artifacts, and schedules. As well as development
and maintenance of project information management structures and supporting development of
communication and status presentations. My daily job included the following duties:

• Creation of Milestones Professional Charts using Milestones Professional
• Designed and implemented new updating process for status decks (PTP)
• Logistical planning for workshops
• Developed Access Database to track Stakeholder engagement
• Pull risk reports from Boris (Boeing Opportunity, Risk, and Issue System)
• Assist Project Manager with schedule alignment in Microsoft Project
• Creation of PowerPoint Presentations
• Creation and maintenance of Excel spreadsheets
• Host meetings-Webex

Product Data Management Support
Boeing/Comforce - Seattle, WA
July 2011 to January 2012

Capture the inventory of capitol assets for Lab Test Operations. In this job I had the privilege of performing many exciting tasks. My daily job included the following duties:

• Collect information on a wide range of devices. This involved locating a control number on the hardware. If a control number didn't exist generating one and labeling the device with new number.
• Input device information within a Microsoft Access system. If the required information was already present within the database system, perform verification and correction of preexisting data.
• Perform final verification on manipulation of data before entry into the Simons database system.
• Batch reassessments and repairs of previously inventoried hardware.
• Perform end of day verification of all data to ensure accuracy
• Attend meetings, general planning for each day's events, and brainstorming on process improvement ideas.
• Generating spreadsheets with Microsoft Excel, ARI Team (Asset Reduction Initiative) setting up and implementing new processes and documentation.
Compiling a inventory database of assets for customers within The Boeing Company and prepare a training package to provide them with detailed information on assets owned. Extensive research via web for detailed and accurate information on data captured.

Education

Technical Arts Degree in Web Application and Cloud Developer
Edmonds Community College - Edmonds, WA
September 2019 to Present

Meadowdale High School - Lynnwood, WA

Skills

Microsoft Office (10+ years), Excel, Supply Chain, ERP, Procurement, MRP

Certifications/Licenses

Notary Public
November 2016 to September 2020