

Saranda M. Sharpe

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Seeking to secure a position where my strong leadership and administrative as well as my newly acquired web development skills can be utilized and provide me an opportunity for growth.

Skills

- **Full Stack Development Certificate – University of Washington:** Gained hands on experience with HTML, CSS, JavaScript, JQuery, Bootstrap, React.js, Node.js, Express.js, Creating APIs, User Authentication, ORM (Sequelize), MongoDB,
- Collaborator with ability to work well independently; work closely with various levels of personnel and leadership.
- Strong leadership and customer service skills, and attention to positive customer relations.
- Able to recognize and prioritize activities for maximum efficiency, work well under time constraints.
- Considerable experience in Inventory Control, Logistics, Supplier Management, Supervisory skills
- Knowledgeable in Freight and Warehouse Management, TSA regulations
- Proficient in Microsoft Office Software
- Multi linguistic support (Albanian, Serbo-Croatian)
Attention to detail with ability to see the bigger picture. Self-driven, disciplined and accountable.

Experience

JANUARY 2016 – PRESENT

Data Analyst / Bellevue, WA

Bing Maps StreetSide Privacy Opt Out Policy and Data Imagery QA - Supporting customer requests on internal Microsoft tools. Reviewing, updating and resolving privacy Opt Out requests in accordance with Bing Maps StreetSide Privacy Policy. In addition to StreetView Blurring as a QA team member, reviewed and reported issues with provided updated new imagery from different vendors for Aerial and Bird's Eye View.

Maintaining and developing internal tools and web applications using HTML/CSS and JavaScript used to QA and process new data.

JANUARY 2013 – FEBRUARY 2015

Inventory Logistics Supervisor / Tigers Global Logistics, Kent, WA

Managing the shipping, receiving, handling, distribution, processing and storage of all freight, product and supplies. Directly running the flow of work within the warehouse for all logistics employees. Provided coaching, training, and mentoring direct reports and providing career development

opportunities through training and quality management activities. Building close relationships with all customers, vendors and offices via e-mail, phone and on-site meetings. Accountable for warehouse operations and ensuring monitored employees are complying within safety and regulations standards.

OCTOBER 2003 – MARCH 2010

Logistics Coordinator / KBR, Kosovo/Iraq

Supervised 50+ warehouse employees. Coordinated various labor crew activities along with handling all shipping and receiving throughout operations. Managed safety initiatives for personnel.

Operations Specialist / KBR, Iraq

Managed all reporting to Transportation. Monitored communication equipment for the off-site missions. Conducted daily and monthly inventories for all transportation assets.

Production Control Dispatcher / KBR, Iraq

Obtained daily and weekly equipment readiness reports and provided weekly reporting to management and project leads. Coordinated and facilitated meetings for all sites. Awarded employee of the month within the first two months on site.

Production Control Supervisor / KBR, Kosovo

Supervised and managed the operation of the entire Vehicle Maintenance Department including: scheduling all types of commercial and military equipment, data entry and data control, managing employees, and ordering vehicle equipment.

Languages

- English - Fluent
- Albanian – Fluent
- Serbo-Croatian - fluent

References

Available upon request.