

Kathleen Coon

Myrtle Beach, SC 29579

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I am an ambitious self-starter and an extremely quick learner. With my innovative and dynamic attitude, coupled with my excellent multi-tasking skills, I have been able to develop a versatile skill set in operations, logistics, accounting, clerical, construction, customer support and management.

Work Experience

Warranty and Repair Coordinator/ Siding Production Scheduler

Alpha Omega Construction Group - Myrtle Beach, SC

November 2018 to Present

- Schedule repairs with homeowners and builders
- Order all materials as needed to complete repairs and for new production siding
- Request and follow up with PO's
- Responsible for all warranty and repair orders
- Handle weekly billing and invoicing for subcontractors
- Assist with completion letters required by State
- Pull purchase orders, plans, selections and handle process from start to finish with Field supervisors for new production

Logistics and Warehouse Manager

AkzoNobel Functional Chemicals - Burt, NY

October 2015 to October 2018

- 3 Promotions in 3 years- Senior Logistics Coordinator, Warehouse Manager, Interim Site Manager, Logistics and Warehouse Manager
- Coordinate and supervise all picking activities within the warehouse
- Prepare, manage and review all activities relating to bill of lading, including receiving in inventory
- Prepare all customs paperwork needed for deliveries and pickups in Canada
- Successfully dispatch internal and subcontracted drivers for on time deliveries and pickups
- Proactively lead a team of 10 union and non-union employees, including payroll, benefits and HR issues
- Update and maintain inventory in SAP including reconciliation and cycle counts
- Active communication with various departments with Production Planning and Quality Control to ensure issues relating to orders are resolved timely and appropriately
- Actively track metrics for EPM reports and ensure safety is always number one
- Coordinate appropriate 3PL LTL and TL carriers with the business and customer in mind
- Responsible for various reporting, including on-time shipments and on-time delivery
- Handle all entry and investigation of incidents with or without other resources involved
- Involvement in Budget Setting
- All accounting responsibilities including reconciliation of Site Credit Card, posting all invoices to correct CC and GL, create PO's and apply invoices against PO's for payment
- Monitor all inbound and outbound shipments to and from sites in other countries

- Create and monitor open work permits for contractors
- Monitor all health, safety, security and environmental impacts
- Create and manage KPI's for our site

Administrative Assistant

Hurtubise Tire - North Tonawanda, NY

June 2015 to October 2015

- Provide direct assistance to the President and Bookkeeper
- Create and finalize work orders and invoices with attention to detail
- Assist with dispatching for service calls
- Input and Invoice retread work orders on a daily basis
- Enter inventory and provide management with reports to reconcile inventory counts
- Track and document all activities and documentation on company fleet

Client Account Manager

Konica Minolta Business Solutions - Tarrytown, NY

July 2013 to April 2015

- Provide support to the Sales Reps to meet and maintain client expectations
- Work procurement orders as requested, including investigating items needed, producing the quote to the client for approval, coordinating of shipment and installation, work RMA's
- Vigorously identify all possible increase in revenue opportunities
- Act as client liaison with overall responsibility for client communications
- Played a pivotal role in projects to improve the processes within operations

Credit and Collections Representative

Konica Minolta Business Solutions - Ramsey, NJ

September 2011 to July 2013

- Assisted clients with questions and disputes regarding services rendered
- Resolved customer issues including billing errors and disputed charges
- Negotiated payment arrangements and followed up to ensure client compliance
- Kept up with collections efforts after a revenue increase of \$10 million within 1 week
- Identified accounts requiring third party collections or legal action and coordinated paperwork for referral
- Promoted to Client Account Manager

Education

High school diploma

Skills

- Advanced computer skills, Strong work ethic, Great Leadership skills
- -Proficient using SAP
- Remedy
- Chemlogix/BlueJay
- ADP Drive

- Adobe
- E-time
- Paycom
- Quick Books
- Chase Lockbox
- Microsoft Office
- Google Suite
- 75WMP
- 10 key by touch
- ERP Systems
- Logistics
- Warehouse Supervisor Experience
- Freight Experience

Certifications and Licenses

24 HAZWHOPER

NCS CPO & AED

Certified Forklift Operator

OSHA 10

RCRA

DOT HAZMAT CARRIER REQUIREMENTS/ HAZCOM

LEAN SIX SIGMA KNOWLEDGE

Assessments

Attention to Detail — Expert

May 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: <https://share.indeedassessments.com/attempts/0146f686e8fec8e348f085243e001406eed53dc074545cb7>

Management & Leadership Skills: Planning & Execution — Highly Proficient

May 2020

Planning and managing resources to accomplish organizational goals.

Full results: <https://share.indeedassessments.com/attempts/ce62e7619f16a949df42b9c14d195b9ceed53dc074545cb7>

Problem Solving — Highly Proficient

May 2020

Measures a candidate's ability to analyze relevant information when solving problems

Full results: https://share.indeedassessments.com/share_to_profile/8e5b56b1a390a174e3015f18d6ed55cdeed53dc074545cb7

Scheduling — Highly Proficient

August 2018

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: https://share.indeedassessments.com/share_to_profile/1b56c2321124e519a41363cb742c8912eed53dc074545cb7

Logic & Critical Thinking — Expert

May 2020

Using logic to solve problems.

Full results: https://share.indeedassessments.com/share_to_profile/18b3027ffc5ca3d1e85e2e0d1a030d73eed53dc074545cb7

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