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| 610 montrose parkway • norcross, ga 30092 |
| Phone (334) 440-5888 • E-mail kcfletcher@crimson.ua.edu |

kimberly c. thornton

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| **Professional Profile**  Highly organized analytical professional with superior goal setting, decision-making, and problem solving skills. Solid reputation for having positive impact on both internal and external support and overall productivity. Adept in operations management, Lean Six Sigma and supply chain concepts. Keeps pace with changes in various industries and evolving needs. Strong ability to identify, develop and sustain a network of people and other resources for tasks. Able to execute strategic initiatives in a methodical approach.  **Professional Experience** | |
|  | July 2016 – Present Anthony International – Conyers, GA  ***Buyer/Purchasing Expeditor***   * Utilize AS400 to monitor purchase order requisitions and daily MRP report * Generate goods receipts for invoice processing using SAP * Expedite past due orders to improve on-time customer delivery     April 2015 – April 2016 Premise Health, Inc. – Brentwood, TN  ***Compliance Analyst (Temporary to Permanent)***   * Assisted the Chief Compliance Officer and Compliance Manager with renewals, new facility implementations and all facility updates * Performed internal audits to ensure licenses were compliant with local and state laws * Managed a company-wide database containing licenses for over 500 sites * Prepared reports by collecting, analyzing and summarizing information   January 2015 – April 2015 Nissan-Consumer Resource Center – Franklin, TN  ***Regional Consumer Affairs Specialist (Temporary)***   * Exercised excellent judgment in distributing goodwill gestures by evaluating customer loyalty and financial investments * Coordinated weekly meetings with the Regional Fixed Operations Manager to discuss budget control * Redesigned and implemented the SOP guide for easy accessibility to all representatives   January 2014 – December 2014 Phifer Wire, Inc. – Tuscaloosa, AL  ***Project Management Student Intern***   * Supported the Sales and Product Development Team with scheduling special orders * Analyzed data through pivot tables, trend charts and statistical analysis to determine KPIs in preparation for Kaizen events * Promoted safety awareness through training courses for each employee and rewards for accident prevention   October 2006 – December 2013 Chik-Fil-A, Inc. – Tuscaloosa, AL  ***Team Leader***   * Trained over 20 new employees on company policies, procedures and expectations * Supervised an award-winning drive thru team * Executed and differentiated marketing techniques with the store marketing director * Assigned tasks and schedules to team to ensure positions were covered at all times   **Education**  2010 - 2014 The University of Alabama Tuscaloosa, AL   * Major: Operations Management * Specialization: Supply Chain Management   **Additional Skills & Competencies**   |  |  |  | | --- | --- | --- | | * Microsoft Word * SAP | * AS 400 * PowerPoint | * Excel | | * Access * 40 WPM | * Adobe | * Outlook | |