

Charah Wheeler

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Objective: Seeking a Supply Chain Analyst position where I can utilize my analytical skills and experience to optimize supply chain processes and drive business success.

Experience:

Supply Chain Data Analyst Internship, Q2 Solutions, Durham, NC

August 2022 - April 2023

- Produced an Open Order Report to identify orders not completely fulfilled by vendors, resulting in a significant reduction in order fulfillment time
- Utilized Python to manipulate and clean data, and presented findings using Power BI
- Analyzed key performance indicators (KPIs) to provide insights into the company's supply chain processes

Inventory Control Associate, Q2 Solutions, Durham, NC

May 2022 - April 2023

- Received, stocked, and distributed items to various labs and departments
- Operated a forklift and performed cycle counts
- Trained new employees and performed data entry tasks

Shipping and Receiving, RR Donnelley, Durham, NC

October 2019 - July 2021

- Managed inventory and built pallets for shipment
- Operated a forklift, wrap machine, and banding machine
- Submitted route information to carriers and produced reports and manifests
- Recommended process improvements to increase efficiency and reduce overtime costs

Warehouse Associate, Riley Life Logistics, Durham, NC

July 2018 - February 2019

- Packaged and shipped products, quality checked orders before shipment
- Operated a forklift and communicated with clients about orders
- Participated in routine cycle counts and requested BOLs and commercial invoices

Security Supervisor, Sunstates Security at American Tobacco Campus, Durham, NC**August 2016 - July 2017**

- Conducted pre-shift briefings and supervised up to six employees
- Patrolled campus and monitored security cameras
- Created incident reports and provided customer service to tenants and clients

Multichannel Transmission Systems Operator-Maintainer (25Q), North Carolina National Guard (U.S. Army), Thomasville, NC**August 2013 - July 2019**

- Conducted maintenance on assigned equipment, vehicles, security devices, and power generators
- Installed and maintained telecom equipment, configured satellite communications, and monitored network activity
- Inventoried and distributed weapons and equipment, and distributed drivers and vehicle logs

Education:

Associate's Degree in Software Development, Durham Technical Community College, Durham, NC

August 2020 - May 2023

- Dean's List (Spring 2021, Summer 2021)

High School Diploma, Northern Durham High School, Durham, NC

August 2009 - June 2013

- Graduated in the top 15% of my class with a 3.7 GPA

Skills:

- Strong verbal and written communication skills
- Problem-solving and planning skills
- Proficient in HTML, CSS, Python, Pandas, NumPy, Java, Javascript, C#, Excel, Power BI, and SQL