

DONTEVEIS YEARWOOD-CLARK

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QUALIFICATIONS

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| <ul style="list-style-type: none">▪ Inventory Control & Data Entry▪ Internship Project Management- Greystar▪ Decision Making & Teamwork▪ Soldering Skills▪ SAP ERP Software Experience | <ul style="list-style-type: none">▪ Sit-Down Counterbalanced Forklift Certified▪ Intramural Official▪ Training and Development▪ Customer Service and Conflict Resolution▪ HAACP Knowledge▪ Training – Single & 3 Phase Power |
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EDUCATION

Masters of Business Administration, MBA : Human Resource Management July 2019 – Dec 2022	Arizona Global University Chandler, AZ
Bachelors of Business Administration, BBA : Management August 2013 – December 2017	Georgia Gwinnett College Lawrenceville, GA

PROFESSIONAL EXPERIENCE

RatPac Controls

August 2022 – June 2025

Operations Manager

Atlanta, GA

- Managed operations for Atlanta's regional warehouse, office, and field services.
- Managed employee payroll records, scheduling, and training for 11 – 20 employees.
- Responsible for overseeing the function and proper controls of the company's Rental and Repairs operations at various repair and rental facilities.
- Establish written processes and developing metrics for monitoring performance.
- Create best methods for day-to-day rental and repair equipment fulfillment,
- Create sales quote, orders, and invoices. Verified work and purchased orders for accuracy.
- Established and enforced safety policies, QA/QC procedures, and OSHA regulations for low voltage technicians
- Directed nationwide ERP (SAP) rollout across rental and inventory departments, resulting in 40% fewer manual errors and improved repair lead times.
- Track inventory and materials flow through SAP, Quickbooks, and Rental Works
- Develop and maintain annual plan for budgets, cost savings targets, and continuous improvement plans, and calendars.

Customer Service Rep/ Technician

May 2018- August 2022

- Process rental quotes and transfers with various rental houses and warehouses nationwide
- Ensure purchase orders are correct and prepare invoice billing for filing
- Prepare units and product for distribution to numerous rental houses in and out of state
- Responsible for checking each invoice for accuracy and maintaining invoicing log.
- Works closely with warehousing staff to make sure that orders are shipped accurately and on time.
- Formulating and executing cycle counting procedures and aid with physical inventory processes.

ThredUp

January 2018- May 2018

Shipping Manager

Duluth, GA

- Managed shipping documents, pick slips, and BOLs
- Oversaw the flow of packages for receiving and distributing.
- Processed shipping, scanning, and routing operations, ensuring SLA compliance and timely delivery.

Cash America

January 2017- January 2018

Clerical Assistant

Snellville, GA

- Handle customer inquiries, complaints, billing questions and payments. extension/service requests.
- Verify customer account using personal information.
- Deliver outstanding service, exceed expectations and build long-term loyalty

- Locate resources for problem resolution and design best-option solutions using company software and various tools.

Sodexo

May 2016 - May 2017

Inventory Runner/ Wait Staff

Atlanta, GA

- Assist with inventory distribution for Delta Sky Clubs at Hartsfield Jackson Airport
- Assist with the preparation and storage of hot and cold food inventory, utilizing knowledge of temperature requirements and storage
- Report discrepancies and inspect inventory staging areas for damages and missing products
- Use variety of kitchen utensils to weigh, measure, mix, wash, peel, cut, grind, stir, strain, seasons and knead foodstuffs for cooking, serving, and storing.

Adidas

July 2014 - December 2016

Freight Manager

Atlanta, GA

- Receiving, processing, and organizing incoming shipments.
- Inspect, tag, and merchandise inventory for sales floor
- Restock products on the sales floor, manage inventory counts and audits
- Maintain clean and safe backroom and warehouse environment for staff
- Train team members on backroom processes and procedures

Georgia Gwinnett College

December 2013- May 2016

Student Assistant/ Intramural Official

Lawrenceville, GA

- Assisted in setup and breakdown of all intramural events, this included marketing and promotion for these events.
- Handled all documentation regarding health, safety, and notices for university, state, and federal compliance.
- Verify student accounts and perform clerical duties regarding recreation.