TWANIA TUCKER

Villa Rica, GA (708) 244-9216 wtwania@yahoo.com

EXPERIENCE

Nexeo Solutions

Inventory Specialist Montgomery, IL 6/2006-9/2020

- Responsible for leading and implementing inventory control projects within the Inventory Planning, slotting and Replenishment of the Montgomery, IL plant
- Overseer of the planning, designing, and implementing of new slotting strategies or changes in existing strategies
- The inventory lead that design and develop inventory management metrics and reports to support all Nexeo Solutions business requirements
- Played a key role in Business Process Documentation, Design, and Improvement
- Responsible for leading key inventory management improvement initiatives and provide data-driven insight and resolution recommendations

Lanier Worldwide

Customer Service Lead

Schaumburg, IL

1/1997-6/2006

- Charge back to firm and/or clients for work, supplies, hours
- Familiar with legal technologies and software such as document management systems as well as cost recovery and charge back systems
- Familiar with legal records management processes
- Familiar with processes and documents such as: closing binders, depositions, transcripts, briefs, addendums, filings, discovery, judgments, knowledge of court systems, and the proper delivery of items and documents within the court system
- Assists with scheduling needed equipment, labor, and supplies for offsite trial(s)
- Sort and distribute incoming/outgoing mail
- Complete print and copy projects
- Ensure proper functioning of office equipment
- Send, receive and deliver packages
- Perform tasks related to hospitality, reception, and meeting set-up
- Coordinate building support functions, light maintenance and inventory
- Be responsive to the needs of your customer and focused on providing next-level solutions

EDUCATION

Livingston High School

HS Diploma 6/1976