

KYLE MITCHELL

OBJECTIVE My goal is to get an A in CIS145.

SKILLS & ABILITIES I can code basic HTML with a sprinkling of CSS, use Adobe Dreamweaver to create a Dreamweaver site, and upload webpages to a server to be viewed publicly. I have strong written and oral communication skills, the ability to solve complex problems alone or in groups, and the ability to lead and instruct others in job functions with minimal preparation. I am extremely adaptable, and I am obsessed with self-improvement.

EXPERIENCE **[INVENTORY CONTROL SPECIAL PROJECTS, IDL LOGISTICS]**
[8/6/23-Present]
I orchestrated numerous special projects, improving inventory accuracy and operations' compliance with IDL's inventory quality standards. I also helped with the warehouse setup of numerous IDL startups (XPH8 in White Haven, PA, XMD3 in Frackville, PA, and XSL2 in Salt Lake City, UT).

[INVENTORY CONTROL SPECIALIST, CHEWY FULFILLMENT]
[8/30/20-8/6/23]
Utilizing powered industrial trucks, I performed cycle count and problem solving to improve the accuracy of the AVP1 facility in Hanover, PA. I also wrote a Job Instruction outlining the Consolidations process path, which was used to teach employees throughout the entire Chewy network how to perform that job function. I was promoted to IC Escalations Specialist in December 2022 and gained leadership experience from that position.

EDUCATION **CRESTWOOD HIGH SCHOOL, MOUNTAIN TOP, PA**
I earned my High School diploma in 2016 with a GPA of 3.0 and higher. Notably, I participated in the National Junior Honor Society and the National French Honor Society. I was in drama club, chorus, the string band, and the jazz band.

COMMUNICATION My work for the last five years has relied extensively on correspondence with leadership as well as operations associates, as inventory errors and their root causes must be discussed on a regular basis in order to be prevented.

LEADERSHIP I have been entrusted with the leadership of numerous fellow employees to conduct special projects improving inventory quality at both IDL and Chewy, both before and after being promoted to Escalations.