

Kyle Southern

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WORK EXPERIENCE

United States Marine Corps

Jan. 2013 – Dec. 2017

Supply Chain Management

Okinawa, Japan

Distribution Management

Camp Pendleton, California

- Planned, developed and established a receiving Kanban area, for participating customers to review, collect and authenticate their product quality.
- Organized and participated with fellow colleagues in the evaluation of equipment to be issued or returned, to ensure quality, correct product, maintenance and documentation of serviceability.
- Coordinated training and mentored incoming associates in diverse roles in the inventory organization system, proactive approach to accountability of equipment, arrangement of prioritized shipping and receiving deadlines, personal effects, and hazardous materials.
- Prepared and maintained invoices for payment including; matching vendor invoices with purchase orders, packing list, and inventory processing software to determine the accuracy of the information on the received invoice.
- Supported and partnered with colleagues of diverse leadership supervision, and individual specializations in investigating discrepancies and established adjustments.
- Identified and verified hazardous conditions and practices on an ongoing basis and conducted proactive safety awareness, influenced the wearing of personal protective gear, and directed practical applications.
- Embraces appropriately the sharing of creative and open-minded ideas, successes and opportunities within high-performance teams.

Nicks English Hut

Aug. 2021 – May. 2023

Events Management & Security Management

Bloomington, In

- Posted event activities while interacting with customers, organizing fellow events management staff to aid in the satisfaction of, participants and resolution of quality control support proactively.
- Coached colleagues in the preparedness and navigation of First Response to all safety and emergency situations needed for guests, employees, lastly emphasizing personal accountability to all events management members.
- Adapted and delegated the set up of banquet rooms, and preparation of bar inventory within the facility in a timely manner and to client specifications.
- Verified and maintained clients special events rosters as well as personally handled the discreet support of private and high value participants protection.
- Inspected, performed, and encouraged housekeeping responsibilities of the events areas as well as janitorial resolutions to maintain a safe, clean and minimal odor facility.
- Provided information guests about Company history, services and programs offered as well as local attractions, restaurants, recreational opportunities and events.

EDUCATION

Indiana University Bloomington

140 Credits

2019 – 2020

Supply Chain Management Credit for Prior Learning

Bloomington, In

Human Ecology

Marine Corps Supply Management School

2014 -2015

Jacksonville, Nc

Marine Corps Systems Command

May, 2014

Financial & Inventory Systems Management

Okinawa, Japan

Life cycle & Lean Warehousing

SKILLS

active listening, Interpersonal communication, strategic planning, continuous improvement, dynamic collaboration, looking at big picture, Information Technology, coaching, customer service, courier, ride share

Awards

- *Participated with a team to attain the commitment, to the pursuit of, achieving, **Logistics Unit Of The Year 2014** – Marine Corps Association Foundation*
- *Received Certificate of Appreciation & Qualifications – Zombie Run 2014- First Lieutenant. F.A. Taveras*
- *Received Letter of Appreciation & Recommendation – Events Coordinator- Christopher A. Baldwin 2015*
- *Received Certificate of Appreciation – Events Program Manager, MCCS Entertainment Okinawa, Japan 2015*

Interests – I enjoy spending time with my family, jamming and attempting to play music, going on hikes with my dog, kayaking, self and guided learning, woodworking, movies