

LASHEA CLEGG

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EDUCATION

North Carolina A&T State University

B.A. in Journalism & Mass Communication Concentrating in Mass Media

GPA: 3.0 | Graduation Date: December 2019

WORK EXPERIENCE:

Premier Trailer Leasing | Operations Assistant | March 2023-present

- Generating customer rental agreements.
- Coordinate all work performed on trailers with vendors as well as ensuring the work performed follows Premiers' policies and procedures.
- Manages and reconciles all equipment inventory both out-bound and in-bound gate activity daily.
- Assist in the transportation of equipment between branches as well as to customers and vendors.
- Ensure all customers have the proper insurance prior to renting a trailer.
- Assist with Accounts Receivable collections.
- Assist in answering phones, responding to emails and questions from customers.

Ashley Logistics Solutions | Operations Coordinator | Aug 2022-March 2023

- Oversees day-to-day distribution and transportation operations
- Ensure highest standards are achieved in the Prep and Distribution Center in areas of safety, personnel, efficiency, and product quality.
- Sets and enforces safety standards. Promotes a safe work environment.
- Manage third party logistics providers
- Work within cross-functional teams to investigate service failures and develop, implement, and monitor appropriate corrective and preventive action.

Amazon | Transportation Associate | Nov 2020-Aug 2022

- Adhere to company rules and regulations and make safety a priority at all times.
- Perform various functions within the yard, support site operations teams, internal transportation field teams, and external carriers, as needed, to ensure all trailers arrive and depart on time with zero defects and to maintain workflow for buildings
- Operate Commercial Motor Vehicles (CMVs) on non-public roads or in-yard to move trailers to/from dock and parking locations.

Allied Universal | Security Officer | Jan 2020- Nov 2020

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences
- Securing the premises and personnel by staying on patrol, monitoring surveillance equipment, performing building inspections, guarding entry points, and verifying visitors.

Target | Guest Service Supervisor | May 2017-May 2020

- Collaborate on a weekly basis with the leadership team on weekly/monthly/yearly priorities, communicate effectively the detailed plans for upcoming projects.
- Analyze logistics and sales floor operational metrics to increase productivity and profitability through use of best practices and suggest process improvements.
- Develop and manage improvement of key performance metrics including backroom location accuracy, in-stock execution, floor-set transition and price accuracy.
- Inspire others when facing highly ambiguous, complex situations.

