

# Nichelle Outlaw

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## PROFESSIONAL SUMMARY

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Supply Chain and Logistics Coordinator with hands-on experience in freight coordination, inventory control, and fleet asset management. Proficient in EAM/ERP platforms, RF scanning technology, and transportation documentation across multi-carrier networks, with a consistent record of maintaining compliance, shipment accuracy, and on-time delivery.

## EXPERIENCE

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### Fleet Specialist

February 2025 – November 2025

*Hertz Corporation*

*West Palm Beach, FL*

- Managed site-level fleet readiness and asset onboarding, executing inspections, title/registration workflows, and asset tagging via Enterprise Asset Management (EAM) software.
- Analyzed Vehicle Availability Variance (VAW) and out-of-service reports with the Pool Fleet Manager, re-coding and expediting repairs to maximize asset utilization.
- Directed lot logistics and physical vehicle staging using handheld scanners and the Quadrant marking system to enforce inventory control and monitor aging inventory.
- Scheduled and tracked non-revenue vehicle transfers and car hauler logistics, verifying electronic scans across transit legs to maintain 100% asset location accuracy.

### Logistics Coordinator

June 2022 – January 2025

*STS Refill Technology*

*Boca Raton, FL*

- Audited Bills of Lading (BOL), packing slips, customs clearance forms, and invoices to ensure full compliance on international and domestic shipments, including individual parcels, LTL freight, and cross-border documentation.
- Processed domestic and international shipments using UPS WorldShip, FedEx Ship Manager, DHL MyDHL, and Worldwide Express, including dropship, blind, and double blind shipments across multi-carrier networks.
- Mitigated transit disruptions by coordinating real-time corrective actions with carriers, suppliers, and cross-functional teams.
- Requested cross-training of production team members in picking and packing small orders, increasing on-time departed shipments by 15% across multi-carrier networks.
- Maintained inventory integrity within enterprise database systems, tracking stock movements and monitoring warehouse storage utilization.
- Proposed a shift to FIFO picking processes, reducing the volume of wasted and expired inks in warehouse inventory.

### Sortation Associate

October 2019 – May 2022

*Amazon.com*

*Boca Raton, FL*

- Processed, sorted, and routed high-volume customer package flows from automated conveyor systems by zip code and destination delivery unit under strict time constraints.
- Operated handheld RF scanners, mobile computing terminals, and label printers to track parcel custody, audit barcodes, and verify routing data.
- Executed inbound trailer unloading and outbound freight loading, palletizing and wrapping cargo to meet DOT safety and transport standards.

## SKILLS

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**Logistics and Operations:** Shipment Coordination, Bills of Lading (BOL), 3PL Coordination, Order Lifecycle Management, Customs Documentation, Inbound Transportation, LTL Freight, Dropship/Blind/Double Blind Shipments, Dispatch Scheduling, Reverse Logistics/RMAs, DTC Fulfillment, Lot and Staging Control, Variance Analysis (VAW)

**Technology:** EAM/ERP Systems, UPS WorldShip, FedEx Ship Manager, DHL MyDHL, Worldwide Express, RF Barcode Scanning, Microsoft Dynamics, Microsoft Excel, Fleet Management Systems, MS Office Suite

**Familiar With:** Python, SQL

**Soft Skills:** Relationship-building, Proactive Problem-solving, Follow-through

## CERTIFICATIONS

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- SCPro Fundamentals: Supply Chain Management Principles (CSCMP)
- SCPro Fundamentals: Transportation Operations (CSCMP)
- FL Class E Driver's License (Exp. July 2028)

## EDUCATION

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### Broward College

*Bachelor of Applied Science in Supply Chain Management.*

### Palm Beach State College

*Associate of Arts in General Studies.*

Remote

*Expected August 2027*

Lake Worth, FL

*December 2015*