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| inclusion & diversity facilitator (French)-Cloudely, inc  |  | | --- | |  | | mballa\_yvonne@yahoo.fr | |  | | 615 970 2371 | |  | |  | | https://www.linkedin.com/in/yvonne-metende-mballa | | Objective I am a multilingual (French English, and Spanish) self-motivated, talented and proactive team member, with great workload in Logistics management, Transportation, and shipping, and reconciliation orientation, ability to work under pressure and meet deadlines. | | Skills Excellent computer hardware and software skills- Analytical and Problem-Solving Communication,  Proactive thinking, People Skills Knowledge Multi-Tasking skills. | |  | |  | | --- | | Experiencelogistics team Lead/ AutothinkMay,2019-Present Enhance workflow and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Ensures rational distribution and delivery according to analysis report and tracking records. bilingual(french) contract manager/utc Aerospace systemsDec 2015- Aug 2019 With a team of 13 coordinators, proactively research and resolve issues, questions, or problems that arise by communicating with. customers and internal personnel. Champion customer needs while ensuring organizational goals are met. Manage customer returns through the proper return channel in ERP system. AR Billing manager/ Aramark Jun 2013 -Feb 2016  My team comprised 45 billing specialists (subdivided into 3) With the billers, I closely verified that all bills are submitted and lists of sites that are not complying are reported. I supervised, oversaw, assisted, managed and trained staff developing account receivable reports and daily activities. And lead the analytical activity ensuring timely collection, defining billing and customer issues while being instrumental in all activities related to corrective action to drive complete resolution of account reconciliation, billing and adjustment management. billing coordinator/ loews financial centerAug 2006 -Jun 2013 This was my first office job, I was so excited and responsible for providing financial, administrative and clerical services including responsibility to audit and adjust third party statements and bills. | | EducationMBA & BA / 2010Cumberland University Masters of Business Administration & Bachelor on Management (minor in Accounting) | | Volunteer Experience or LeadershipVolunteer •C-usa • every March 2016 - Present Volunteered to host our 2019 Conference USA Basketball Championships at Ford Center at The Star in Frisco; positions available including Fan Fest, Band/Spirit Attendants, Hospitality, Locker Room/Team Check-in, Volunteer & Media Check-in and Ball Crew. Founder • CAmeroonian Female Footballers Association • 2015-Present Founder of the only female football Association existing in Cameroon (more than 300 members are enrolled as of today); I have mentored them to be coaches, games analysts, scouting, managers, referees, and trainers. Soccer Referee • USSF • 2011- present Currently hold a grade 7 Certification; I referee High Schools and Leagues in the state of Texas Soccer coach • Cumberland University • 2006- 2010 Played NAIA National Tournaments. Coached Men and Women Programs with the responsibility to mentor and manage the Student- Athletes. Financially Budgeting and Controlling the Soccer Program. Planned and managed all home games. Hold Grades E and D coaching licenses. | |