
Alecia Cordes

(843) 739-7415

acordes911@gmail.com

SKILLS

- Ability to follow instructions and production schedules.
- Great teamwork skills. The ability to perform well with a team.
- Excellent phone etiquette.
- Strong verbal and written communication skills.
- Advanced skills with Microsoft Office, especially Excel.
- Professionalism.

EXPERIENCE

The Medical University of South Carolina (MUSC) - *Procurement Assistant*

September 2021 - December 2022

- I Worked as a Procurement Assistant from home.
- I Managed several credit card accounts for all MUSC employees.
- I provided customer support to over 300 cardholders.
- I was responsible for the daily management, administration, and organizational effectiveness of the pcard program.

The TFJ Group - *Relocation Specialist/ Property Management*

May 2020 - September 2021

- Maintained property rentals by negotiating and enforcing leases.
- Assisted residents with the temporary relocation process due to current renovations to the property.
- Developed various relocation strategies.

BID Group Technologies - *Procurement Administrator*

December 2018 - December 2020

- Worked as a Procurement Administrator from home.
- Managed the buying of goods and services for our company's many projects.
- Communicated with vendors to maintain a well balanced supply and demand relationship.
- Built and Nurtured strong customer relationships with various suppliers within my first 6 months.

Briteline Extrusions - *CNC Programmer*

August 2017 - June 2018

- Designed complex programs for a CNC machine to cut various sheets of metal to a desired length.
- Worked alongside other technicians to fulfill orders and maintain inventory.
- Maintained a weekly quota efficiently.

Atlantic Electric LLC - *Commercial Electrician*

June 2016 - June 2019

- Worked in the Service Department as a commercial electrician.
- Installed wiring systems, transformers and circuit breakers.
- I Troubleshoot electrical problems with a variety of testing devices.
- Repaired fixtures using hand tools and power tools.

EDUCATION

Dorchester County Career and Technology Center - *NCCER Certification*

August 2016 - May 2017

National Center for Construction Education and Research. This certification shows that I have passed all minor competencies to practice my electrician skills in South Carolina.

Dorchester County Career and Technology Center - *CNC programmer/ Machine and tool technology Certification*

August 2015 - May 2016

Competency certification that qualifies the operation, set-up, and programming of a CNC machine by certified personnel.