

Kelly P. Catalena

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Education

Texas A&M University, August 2023

Bachelor of Science in Ag Leadership and Development

Minor: Ag. Economics

GPA: 3.626

Honors: *cum laude*

Objective

Resourceful, self-starter seeking a full-time career that will allow me to learn and grow from new experiences and challenges.

Areas of Interest

Data analysis, logistics, supply chain, business analysis, business intelligence, business system integration, strategic and operational planning.

Experience

FedEx Freight - Back-Up Supervisor (January 2019 - August 2023)

- Manage a team of ~15 people composed of dockworkers and truck drivers.
- Oversee the organization, loading, and delivery of over 100,000 pounds of freight per day.
- Maintain a safe working environment for all employees by enforcing government and corporate policies.
- Manage customer needs for freight pick-ups and deliveries.
- Route truck drivers based on ever-changing customer needs.
- Observe, record, and analyze different performance metrics and formulate action plans to improve operational performance.
- Enforce action plans to increase efficiency, maintain safety, and decrease operation costs.

FedEx Freight - Dockworker (June 2017 - August 2023)

- Operate a forklift and other freight-handling equipment safely and responsibly.
- Handle Hazmat materials safely and according to official regulations.
- Report damaged packages to the supervisor promptly.
- Assist customers with package transport as necessary.
- Train and guide new employees on FedEx Freight policies, safety standards, and day-to-day operations.
- Perform under pressure and within time constraints to ensure freight is loaded on time.

Crowwins Ranch - Ranch Hand (October 2015 - June 2017)

- Operate machinery like mowers, tractors, and power tools.
 - Feed and watering animals.
 - Construct and maintain fence lines.
 - Pin and sort livestock.
 - Deworm and vaccinate livestock as needed.
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Achievements

Texas A&M University

- Texas A&M Distinguished Student Spring 2022
- Texas A&M Dean's Honor Roll Fall 2022

FedEx Freight

- 3-time Employee of the Month Award
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Skills

- **Technical Skills:** Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Google Docs, Google Sheets, Google Forms, Google Slides, SQL, Tableau, Power BI, basic cloud (Azure) integration, forklift operation, workplace safety
- **Soft Skills:** Critical thinking, analytical, problem solving, collaboration, perseverance, teamwork, customer service, results orientated, leadership, Agile understanding, business requirements gathering, perform under pressure, time management