

## Monica Silkey-Kennedy

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West Allis, WI 53214

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### Professional Experience

Invention Technology  
April, 2014 – May, 2017

17600 Brooklawn Drive  
Brookfield, WI 53045

### Coordinator of Product Development

Currently accountable for the strategic business roadmap for the company including mission and vision, and value statements. I am also responsible for increasing the company portfolio with new product development and product lifecycles.

- Communicate and implement all company strategy internally and externally.
- Managed all internal records including patent development information.
- Developed target audience and marketing concepts.
- Manage all hiring practices creating a culture of diverse talents.
- Wrote company warranty policy
- Collaborate with product designers to create more technology developments.

Milwaukee Tool  
February 2017– March 2017

13135 West Lisbon Road  
Brookfield, WI 53005

### Project and Sales Support Specialist

Responsible for new product information data entry into the third-party vendor system. Worked with product development group team members to ensure data was correctly being entered sale team web sites.

- Collaborate with marketing team members to ensure measurement were being acutely recorded.
- Entered time sensitive data in third party web sites
- Wrote instructions for team member support
- Managed all daily reports into the marketing team members

Kohl's Department Stores Corporate Office  
October, 2000 - April, 2014

N56W17000 Ridgewood Drive  
Menomonee Falls, WI

### Accounts Payable Clerk/Vendor Credit Specialist/Logistics Inquiry Agent/ Inbound Payment Specialist

Responsible for employee processes, vendor relations, analyzing costs and monitoring all shipments from carriers to over 1200 stores, 22 distribution centers across the United States and working with a freight forwarder. Ensure proper delivery of all shipments and accurate payments process. Lead on all sports team merchandise per rapid delivery terms.

- Managed, calculated and maintained weekly carrier accounts to ensure proper billing and accurate payments were being processed
- Prepared special check request and audited weekly vendor check run
- International credit checks on vendors and created vendor holds

- Stopped or removed fraud charges on customer accounts
- Managed all weekly information processing between stores, distribution centers, and a third-party billing vendor
- Created and prepared monthly account analysis for inbound carriers using Excel to communicate with Logistics and management to ensure timely payments, tracking rate problems and ensuring Kohl's would get future discounts for on time payment processing.
- Managed all Scanning equipment ensuring that all daily invoices were being scanned and docked into the corporate main accounting software
- Managed all finance and logistics employee process problems both internal at the corporate office, distribution centers, and stores.
- Managed all Return to vendor problems between vendors, third party biller, shipping teams and Kohl's buyers. Also, created company process and instruction manuals for RTV's.
- Approved all new vendors for the company, added them into the company data bases and set external vendors up for payment terms per the contracts.
- Analyzed Fed Ex and UPS statements to identify internal accounts to be charged and accurate payment set up within our payment terms.
- Created Kohl's quick response teams for faster customer service.
- Lead the Fed Ex and UPS quick response teams ensuring fast and accurate problem responses.
- Managed new vendor software matching systems ensuring employees would not have to handle paper copies.
- Reconcile daily sale receipts and reports
- Managed weekly electronic data information (EDI) system
- Managed and wrote policies for cross department training manuals
- Managed daily balance reports and delivery of these reports
- Customer Service Support

### **Education**

Global Business Associate of Applied Science Degree  
June, 2014 to December, 2016

Waukesha County Technical College  
Pewaukee, WI 53072 (USA)

Electronic and Equipment Repair Program  
June, 1984 to August, 1985

Waukesha County Technical College  
Pewaukee, WI 53072 (USA)

### **Certificates**

- Global Trade Compliance
- Global Supply Chain Management
- Global Marketing
- Office Equipment Repair

### **Achievement**

- National Technical Honor Roll Society
- Global Business Associate of Applied Science Degree
- High School Diploma
- Created target audience for new patent technology
- Wrote SWOT analysis for the Invention Technology Company creating a more organized planning method for new patent product and accessories (SWOT is an acronym for strengths, weaknesses, opportunities and threats)
- Children's Hospital Volunteer

