Phone: 706-575-4567 9060 Santé Fe Ct.

amy.edwards3847@hotmail.com Columbus GA, 31909

A motivated, ambitious and well organized Customer Service, Logistics and Admin professional with over 10 years of solid Leadership, Customer Care and Administrative excellence seeking a position that will enhance my skills and lead to career growth. Highly skilled with

SAP/ERP/ADP/ SAMS/MAXIMO and several other Logistics/Warehouse functions.

EXPERIENCE

Sr. Export Transportation Clerk

Ryder/Kodak Columbus, GA Nov. 2012- Present

* Manage data for international shipments and provide support for many steps of the transportation process.
* Work with customs agents, warehouse staff, shipping companies, and clients.
* Help with shipping, receiving, and record keeping for international transactions.
* Verify that all documentation adheres to import-export policies and laws.

Sr. Logistics Coordinator

**DynCorp International -Dallas Ft. Worth, TX/ Kandahar, Afghanistan Sept. 2010 – Nov. 2012** Planned and coordinated vendor relations with North American suppliers to DynCorp’s international operations.

Balanced all aspects of the international logistics to include processing, coordination of export goods and services;

created documentation and corresponded to external and internal customers regarding shipments and tracking;

Analyzed transportation costs and trends, updated performance metrics, and prepared routine reports identifying

actions for continued improvement; Customer Service relations through phone and written correspondence;

Developed relationships with business units, and service partners supporting job tasks; Documented standard

operating procedures and work instructions; Furnished Monthly Reports to Management; Material Control; training of staff on control processes and procedures; Reviewed and annotated changes to the company’s material condition

status report; Posted transactions to organizational and installation property books and supporting transaction files.

Inventory Control Specialist

KBR Inc. Houston, TX/ Kandahar, Afghanistan/ Kabul, Afghan Sep 2009 – Sep 2010

Performed the receiving, issuing, handling, and accounting for inventory stock in the KBR/ Military Inventory Warehouse and yard.

* Analyzed all cycle counts and performed audits.
* Coordinated with other departments to assure that the company's inventory goals/objectives were met.  Recommended solutions to resolve problem areas.
* Helped to improve existing reporting procedures.
* Analyzed inventory reports.  Used sound judgment to identify material amounts to focus on.
* Kept management informed in order that they may be aware of any issues that will affect business conditions.

LOGISTICAL SPECIALIST

U.S. Army Fort Bliss **July 2007- March 2009**

Performed supervisory and general labor tasks in a US military warehouse environment. Highly skilled in receiving, storing, and distributing products.

* Loaded and unloaded materials into and from vehicles, installed strapping, bracing, or padding to prevent shifting or damage in transit, using hand tools.
* Pulled and pack materials.
* Checked all orders to ensure accuracy.
* Prepare shipping documents.

EDUCATION

Hardaway High School (Diploma) June 2001 Container Management Course April 2012

Sr. Logistics Course March 2012 Front line Supervisor Course March 2011