LOGISTICS MANAGER LOGISTICS MANAGER LOGISTICS MANAGER - NetworkEquipment.net Tuttle, OK Authorized to work in the US for any employer Work Experience LOGISTICS MANAGER NetworkEquipment.net - Oklahoma City, OK 2006 to July 2019 Tracking incoming shipments & signing for them upon delivery.   Prioritizing receipt of shipments based on service type or time sensitivity.   Multi-tasking between several job duties throughout the day, as well as between two different workstations via remote desktop.   Ensuring accuracy for shipping labels & taking record of quality and quantity of boxes, crates& pallets received.   Administering quality control protocols for all incoming merchandise and notifying appropriate sales representative of any damaged, counterfeit or generic equipment received.   Receiving incoming merchandise into inventory database software, notating and comparing identifying information such as part numbers, tracking numbers, serial numbers, & quantities on the Purchase Transaction and making adjustments as needed.   Receiving RMA s, notifying appropriate sales representative of receipt of merchandise, gathering additional information to determine reason for RMA if known, and working with the tech department & sales rep for customer resolution.   Pulling & Packing merchandise to be shipped. Assembling cardboard boxes or wooden crates / pallets. Placing merchandise in the boxes with protective padding. Taping, nailing or strapping boxes to secure shipment. Affixing shipping labels, invoices, packing slips & warning labels to boxes.   Creating shipping labels via the web or Shiprush shipping software. (UPS, FEDEX, USPS, DHL)   Assessing and ordering shipping supplies: boxes, envelopes and packing materials, and other supplies as needed.   Conducting routine inventory audits and updating database accordingly.   Operating and maintaining Instapacker Tabletop System (foam packing system). Maintenance of Instapacker Tabletop System as well as installation of new parts. Ordering parts and chemical.   Performing preventative maintenance on facility equipment.   Troubleshooting equipment issues & determining appropriate solutions.   Configuring, managing and upgrading software and hardware.   Conducting tests & resetting routers, switches, WAPs and firewalls. WEB DEVELOPER ASSISTANT Phase Two September 2005 to November 2005 Internship) As a Web Developer Assistant my duties included assisting in the creation of new Web sites for Phase Two's clients. I also updated current Websites with text, graphics, and applied

different formats. WEB DEVELOPER ASSISTANT Grit March 2005 to May 2005 Internship) As a Web Developer Assistant, my duties included assisting in updating the Sgt. Grit Marine Specialties Website. I added new content, products, and page layout. I also updated various graphics and text. Education ASSOCIATE'S in Web Designer/ Developer Rose State College 2003 to 2005 Certificate in Electronics Eastern OK County Vo-Tech 1994 to 1996 Skills Cisco, Information Technology, Computer Repair Certifications/Licenses Electronics Certificate May 1996 General Electronics Certificate - E.O.C. Vo-tech

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