

Account Manager/Logistics Coordinator Account Manager/Logistics Coordinator West Covina, CA

Work Experience Account Manager/Logistics Coordinator Jax & Bones - Baldwin Park, CA March 2018 to Present ? Schedules and coordinates domestic and international shipments using current vendors and partners, including parcel, LTL, FTL, LCL, FCL, and consolidated shipments. ? Complete all EDI transmissions(810, 850, 855, 856) and ensure compliance with customer Routing Guides ? Works closely with the operations team (warehouse, production and operations) to stay on top of moving inventory inbound and outbound ? Conducts daily sales order fulfillment processing based on production schedule ? Analyze current inventory and forecast projected quantities for purchasing ? Create custom barcode ticketing per customer s requirements ? Works with Freight Brokers to find best rates for all inbound and outbound shipments ? Creates international BOL, Packing slips and Receipts for air and ocean freight ? Accountable for assisting customer support with proof of deliveries and following up on shipment deliveries that have a deadline ? Resolves all day to day operational needs, often completing a variety of tasks in addition to those listed within these responsibilities as necessary.

Sales Manager Spark Electronic - Alhambra, CA January 2014 to June 2017 Manage sales leads; respond to inquiries about inventory and item performances. Travel and develop new relationships with potential clients through conventions and meetings. Manage finances for multiple e-Sales accounts using QuickBooks and Excel Direct and coordinate activities involving sales of manufactured products.

Front Desk/ Concierge Best Western Plus Markland Hotel - Monterey Park, CA March 2012 to October 2013 Register guests as well as creating and modifying reservations. Provide guests with inquiries regarding the city, events, and attractions. Adhere to all cashiering procedures: open, secure and balance out shift banks to include the verification of all cash, credit card, and check transactions during a given shift. Work with a team to organize and sell bookings, transportation, and guest travel.

Jr. Network Administrator Sudjam LLC October 2012 to February 2013 Installed New Hardware/ software onto servers as well as building servers for customers to their specifications. Maintained over 50+ servers providing hands on assistance for customers. Provided technical support to customers via phone, email, and face-to-face interactions.

Education English Citrus

College - Glendora, CA June 2016 to Present High School Diploma West Covina High School 2004
to 2008 Skills Customer Service, Logistics, Shipping

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