

Network Logistics Coordinator Network Logistics Coordinator Logistics and Project Coordinator (Xerox) Aurora, CO A client services professional, seeking opportunities in the business field. Areas of expertise relate to 10+ years of senior relations in customer service. Experienced in leading high volume projects in cross platform training. Coordinating operational functions, including but not limited to: daily scheduling, internal and external relations with clients, businesses, network analysts, third party vendors, and sales within the IT solution world. Authorized to work in the US for any employer

**Work Experience**

**Network Logistics Coordinator Lewan Technology (A Xerox Company) - Denver, CO March 2019 to Present**

- Coordinate pick ups and deliveries of copier and printer machines (100 projects a month)
- Work with clients, sales representatives and network analysts to deliver and preconfigure machines to the customers needs
- Point of contact for organizing and quoting all copier and printer moves
- Daily usage of software including; E-auto, Salesforce, Outlook, Sharepoint

Xerox and HCL partnership outsourcing positions, I am looking to secure a stable career

**Logistics Coordinator/Claims Specialist Eden's Moving Services - Denver, CO February 2018 to Present**

- Utilize content management systems to maintain and update websites and internal databases (Granot & 1&1)
- Assist clients with service questions and claim settlements (Anthem Claims Forms)
- Maintained field team schedules for pickups/delivery
- Coordinate and manage scheduling for client needs
- Payment processing with clients and vendors (Heartland)
- Maintain and update warehouse inventory (Granot)

**Trainer Starbucks - Denver, CO February 2016 to February 2018**

- Trained new employees on corporate products and work by their mission statements
- Maintained a friendly, efficient demeanor during high volumes of service
- Responsible for ensuring team members maintained daily goals
- Ensured work areas were up to code and well organized
- Opening/Closing financials for the stores

**Administrator Tierra Data, Inc - Escondido, CA February 2013 to December 2013**

- Worked in tandem with a team managing complex research project results
- Appropriate cataloged findings and historical research for migrations
- Maintained customer and partner relations in providing data requests
- Responsible for maintaining both physical and digital data repositories

**Education**

**Bachelor's of History in Present Software Engineering Cal. State San Marcos - San Marcos, CA 2014**

Bachelor's in Software Engineering

Arizona State University Online - Denver, CO Skills Claims (1 year), Document management (10+ years), needs assessment (1 year), processing claims (Less than 1 year), Quickbooks (1 year), Heartland (1 year), Granot (1 year), Logistics (2 years), Shipping, Dispatch, Customer Service

Additional Information \* Relevant Skills    Strong analytical skills    Relationship Management

Customer needs assessment    Document management    Processing claims    Issuing Certificates of Insurance    \* Technology    Office 2013 / 365 Suite    Granot    Heartland    Quickbooks

Anthem Claims Forms    1&1

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