Diana Jordan (Sosa)

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EDUCATION

Correlation One   **New York, NY**
Software Development   *September 2023*
- Online bootcamp completion with relevant Software Development/Engineering skills.

Grow with Google   **Mountain View, CA**
UX | UI Design   *December 2020*
- Online bootcamp completion with relevant UX | UI design skills.

FreeCodeCamp   **San Francisco, CA**
Responsive Web Design   *Current 2023*
- Currently working towards earning a certificate via this bootcamp for Responsive Web Design.

WORK EXPERIENCE

Amazon LLC   **Oklahoma City, OK**
Transportation Area Manager   *2021-2023*
- Successfully managed a team of 10 transportation personnel ensuring seamless operations.
- Implemented strategic planning and streamlined processes, resulting in 40% improvement in efficiency and cost reduction.
- Developed and maintained strong relationships with the warehouse operations team negotiating favorable ideas for the optimization of the established supply chain and logistics.
- Led safety meetings and initiatives as well as maintained compliance with DOT regulations.
- Conducted Performance evaluations of associates and mentored them into 160 Academy ensuring everyone graduated and achieved a CDL License.
- Prepared and presented regular reports on transportation metrics and key performance indicators to senior management and the region.

Amazon LLC   **Oklahoma City, OK**
Logistics Specialist   *2020-2021*
- Coordinated and optimized the *last mile* logistics operations, ensuring timely and cost effective delivery of Amazon parcels.
- Conducted data analysis and oversaw transportation scheduling and routing, resulting in over 75% improvement in on-time delivery performance.
- Developed and maintained strong relationships with vendors, negotiating favorable terms and ensuring reliable partnerships.
- Utilized logistics software and Microsoft Excel sheets to coordinate cross-state shipments and manage vendor safety and compliance ensuring day-to-day logistics operations.

Amazon LLC   **Oklahoma City, OK**
Warehouse Associate- Shipping Dock   *2019-2020*
- Efficiently managed shipping and organizing inventory, ensuring accurate tracking and delivery of Amazon parcels while supporting quality control processes.
- Safely operated various warehouse equipment including electric pallet jacks to facilitate the TDR (Trailer Dock Release) process.
- Demonstrated strong work ethics and collaborated with team members to load shipments and handle large volumes of incoming parcels.

LEADERSHIP EXPERIENCE

Amazon LLC   **Tulsa, OK**
Leadership- STA (Short Term Assignment)   *2022*
- Contributed my skills to coach and upskill the Tulsa Transportation team in good safety practices and efficient management of logistics.

SKILLS & INTERESTS

Computer: HTML, CSS, JavaScript, BootStrap, jQuery, Lodash, D3, Node.js, Figma, Canva, WordPress, VS Code, Adobe, Git, GitHub, ChatGPT, Social Media, Microsoft.

Languages: Spanish (Native) English (Fluent)