

Sal Suriel

Logistics Coordinator

New York, NY

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(732)925-9659

I am an enthusiastic and energetic Full-Stack Web Developer with knowledge in JavaScript, Node, React, Express, MySQL, Sequelize, MongoDB, Mongoose, Bootstrap, HTML5, CSS3, JQuery, and various frameworks, libraries, and packages. I love debugging. I am currently learning Python and Angular. I love to learn new things that help me become a more efficient coder.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Logistics Coordinator

Bodum, Inc - New York, NY

November 2017 to June 2018

- Followed through on purchase orders from time of placement to receiving stock at 3PL. Maintained current and accurate purchasing and inventory data within ERP.
- Oversaw production and logistics around all Direct/Ex-Works orders.
- Interacted daily with overseas offices and suppliers to follow up on open purchase orders and to gather necessary documents for inbound freight.
- Executed and distributed all documentation for Purchase Orders exiting factory.
- Liaised with freight forwarders to coordinate optimal freight consolidation and shipment status.
- Tracked shipments to understand the inbound delivery schedule and communicated schedule or delays to all relevant departments.
- Problem solved through issues that may arise (out of stock, inbound freight delays, customs/FDA holds, customer orders, production issues, etc.)
- Communicated priorities for production to overseas headquarter.
- Collaborated on purchase plan determining the quantity and requested ship date inclusive of product launches and transitions to minimize inventory.
- Worked closely with Supply Chain Planner on forecasted sales to ensure accurate inventory plans.
- Reviewed forecast updates and question areas of concern.
- Expedited, deferred, or canceled Purchase Orders based upon weekly forecast changes as well as monthly review.
- Established and maintained safety stock levels using ABC analysis criteria.

Customer Service Representative

The Judge Organization - Elizabeth, NJ

August 2016 to November 2017

- Managed and maintained inventory for several commodities store at the warehouse.
- Served as the main contact for customer product planners; allocated orders into the SAP system, including "non-complying" orders.

- Created orders for customer shipments; checked inbound customer orders; entered information into the WMS. Processed orders by getting labels, recording information on batch control log and summarized data.
- Assisted customers in completing orders; created and updated records; acquired necessary work materials to ensure information is correct.
- Completed expediter assistance requests by researching problems with purchase orders, determined and indicated source of the problem and routed and completed request to warehouse workers.
- Responded to inquiries and complaints regarding work orders or shipments.
- Received copies of freight claims from warehouse workers, verified information against shipping documents, filed copied, and routed to relevant departments.
- Managed and maintained inventory for several commodities stored at the warehouse.
- Created weekly, monthly, and yearly inventory reports for customers; answered customer inquiries; maintained a daily log/schedule of inbound/outbound orders.
- Verified and processed stock transfers and returns.
- Provided training to new employees; provided technical guidance to staff as necessary; performed the work of other Customer Service Representatives to alleviate staff shortages.

Customer Service Associate/ Purchasing Agent

Mondial Automotive - College Point, NY

July 2015 to July 2016

- Managed and maintained the inventory of electrical equipment and components.
- Prepared purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.
- Purchased inventory for 55 electrical and miscellaneous component vendors as well as purchased aftermarket Diesel Particulate Filters that meet DOT requirements in the state of New York.
- Updated cross-reference information from vendor and competitors.
- Quoted large public auction bids for automotive components for NY State contracts.
- Prepared sales reports and inventory audits.
- Cycle count electrical inventory.
- Verified purchase requisitions by comparing items requested to master list; clarifying unclear items; recommending alternatives, as well as updated cross-reference information from vendor and competitors.
- Forwarded available inventory items by verifying stock; scheduling delivery.
- Obtained purchased items by forwarding orders to suppliers; monitoring and expediting orders.
- Verified receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.
- Authorized payment for purchases by forwarding receiving documentation.
- Kept information accessible by sorting and filing documents.
- Provided purchasing planning and control information by collecting, analyzing, and summarizing data and trends.
- Updated job knowledge by participating in educational opportunities.

Customer Service Representative/Sales Analyst

Union Beer Distributors - Brooklyn, NY

May 2013 to July 2015

- Maintained company wireless phone service accounts for all employees.
- Communicated technical problems with wireless devices to IT support associates.

- Registered Beer and Spirit Brands with the New York State Liquor Authority on behalf of Union Beer Distributors.
- Updated license and tax identification information in our database from our NY re-sell accounts.
- Supported the development and deployment of plan-o-grams and store layouts. Demonstrated software proficiency and made recommendations to assigned retail accounts in terms of department layouts and rule development to drive consistency and profit across the distributors' enterprise.
- Evaluated the potential impact of pricing modifications or prospective programming elements by reviewing pertinent sales data, research, and comparable examples to forecast sales.
- Uncovered market and brand opportunities by developing an understanding of category, customer and market dynamics and using this knowledge to assess brand performance.
- Prepared materials for supplier-planning meetings by aggregating and reviewing Focus Marketing data, internal sales data, spend data, important demographic and socioeconomic developments, and pricing and category trends.
- Maintained customer and supplier confidence by keeping appropriate information confidential.
- Contributed to team effort by accomplishing related results as needed.
- Contacted customers regarding product and delivery concerns.
- Worked with the team to maximize efficiency efforts regarding pricing accuracy, returned cases, sales maximization, replenishment efficiency, and void closure.
- Acted as a liaison between drivers, sales representatives, and sales managers regarding deliveries and inventory issues.
- Provided training to sales teams on how to interpret syndicated data and how to sell with the data.
- Perform other job-related duties as assigned.

Assistant to the Director of Delivery

Macy's & Bloomingdale's Furniture Warehouse - Edison, NJ

September 2010 to April 2013

- Assisted in developing and implementing plans and goals for the department.
- Assisted with organizing and routing trucks that will be delivering to customers.
- Worked with the director to coordinate and supervise daily operations.
- Ensuring compliance with regulations and internal policies
- Monitored attainment of objectives.
- Assisted in budgeting and monitoring expenses.
- Maintained scheduling of events and represented the company when needed.
- Create reports and submit them to the director or other executives based on customer feedback to improve delivery efficacy.
- Fulfilled all other duties as assigned by the director.
- Contacted and aided customers with deliveries and delivery issues.
- Worked with sales associates and sales managers to improve customer delivery experience.
- Worked with the director on store accountability for failed deliveries.
- Designed visual material to go out to the customer, like delivery experience checklists & discount flyers.
- Fulfilled all other duties as assigned by the director.

Education

Certificate in Full-Stack Web Development

Rutgers University - Jersey City, NJ

February 2019 to September 2019

Bachelor of Arts in Social and Behavioral Sciences

Seton Hall University - South Orange, NJ

August 2010

Skills

CRM, MICROSOFT OFFICE, QUICKBOOKS, Logistics, Customer Service, Dispatch, International, Supply Chain, 3PL, Import Export, Trucking, Shipping Receiving, Google+, Google Analytics, Google Docs, IOS, Mac OS X, Excel, AS400, SAP, Microsoft Dynamics AX, Shipping

Links

<http://rainbowcoder.blogspot.com>

<https://github.com/surielsa>

https://twitter.com/rainbow_coder3

<https://www.linkedin.com/in/sal-suriel/>

Certifications/Licenses

Full-Stack Web Development

September 2019 to Present

Certificate in designing and building web applications from Front-End to Back-End. With Skills in React.js, Node.js, Express, MongoDB, SQL, Firebase, JavaScript, jQuery, Bootstrap, CSS3, HTML5, multiple modern frameworks, and libraries.

Assessments

Data Analysis — Proficient

January 2019

Measures a candidate's skill in interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data.

Full results: https://share.indeedassessments.com/share_assignment/u18-ody3clplhbgf

Merchandise & Supply Storage Skills — Expert

January 2019

Measures a candidate's ability to apply systematic processes for managing and storing products and merchandise.

Full results: https://share.indeedassessments.com/share_assignment/70qrk1jrdcp-ggeb

Verbal Communication — Proficient

January 2019

Measures a candidate's ability to effectively convey information when speaking.
Full results: https://share.indeedassessments.com/share_assignment/t0gz79jnuvuxlga7

Problem Solving — Proficient

January 2019

Measures a candidate's ability to analyze relevant information when solving problems.
Full results: https://share.indeedassessments.com/share_assignment/nj1avfattvurwjen

Organizational Skills — Highly Proficient

January 2019

Measures a candidate's ability to arrange and manage files or records using a set of rules.
Full results: https://share.indeedassessments.com/share_assignment/cjlvpmvhwyyqvwr9

Email Skills — Proficient

January 2019

Measures a candidate's ability to effectively compose and organize email messages.
Full results: https://share.indeedassessments.com/share_assignment/cgp-7ndfybg0uskw

Customer Service Skills — Proficient

January 2019

Measures a candidate's skill in evaluating approaches to customer service & satisfaction.
Full results: https://share.indeedassessments.com/share_assignment/sz4m2a4ehsq8rra7

Written Communication — Proficient

January 2019

Measures a candidate's ability to convey written information using proper grammar rules.
Full results: https://share.indeedassessments.com/share_assignment/pmya0koyve-qrm04

Written Spanish for English Speakers — Expert

January 2019

Measures a candidate's ability to respond to basic requests written in Spanish.
Full results: https://share.indeedassessments.com/share_assignment/p-waft95vrybi-h

Social Media Skills — Proficient

January 2019

Measures a candidate's ability to create content, communicate online, and build a brand's reputation.
Full results: https://share.indeedassessments.com/share_assignment/gx83lbtzbbzdtput

Business Math Skills — Proficient

January 2019

Measures a candidate's ability to use basic math to solve problems in a business context.
Full results: https://share.indeedassessments.com/share_assignment/wr9ldpnjhmxxj3rb

Basic Computer Skills — Expert

January 2019

Measures a candidate's ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common computer problems.
Full results: https://share.indeedassessments.com/share_assignment/oaearlb0fjjdu1h

Proficiency with Microsoft Office: Mail & Calendar (Mac) — Proficient

January 2019

Measures a candidate's proficiency in using Microsoft Office Mail and Calendar tools to manage their workload.

Full results: https://share.indeedassessments.com/share_assignment/f5-n1vmogmzxzasr

English Communication Skills: Typing — Proficient

January 2019

Transcribing text using a standard keyboard.

Full results: https://share.indeedassessments.com/share_assignment/jss7kuwxjvsvnfty

Attention to Detail Skills — Highly Proficient

January 2019

Measures a candidate's ability to use diligence when drafting and editing documents.

Full results: https://share.indeedassessments.com/share_assignment/hd7hzs9usoqr55np

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