

Robert Smith

Customer Logistics Coordinator

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SUMMARY

A highly energetic employee who utilizes her hard work ethic and years of experience to get the job done and provide excellent service. Detail-oriented and use my assessment and decision-making skills to provide the best economic solutions to the employer as well as the customer. Eager to expand my skill set and look forward to the challenges of adapting to the dynamics of a new company.

SKILLS

Data Entry, Forklift Operator, Shipping & Receiving, Inventory Control, Logistics, Dispatch.

WORK EXPERIENCE

Customer Logistics Coordinator

ABC Corporation - June 2003 - May 2006

- Timely coordinated truck power to expedite over 100 customer orders per day.
- Proactively resolved daily order issues.
- Ensured all new orders complied with guidelines on weight and method of shipment.
- Tracked carrier performance and troubleshoot any loads that may be at risk of missing the requested arrival date.
- Maintained daily report of deliveries for management review.
- Responsible for daily coding and processing accounts payable and receivable.
- Coordinated between Ryder and broker, all the necessary paperwork for the traffic of merchandises, and knows how many equipments it requires.

Customer Logistics Coordinator

Delta Corporation - 2001 - 2003

- Ensuring daily production schedule is covered Monitoring in transits for timely delivery/follow-up with carriers Monitoring under shipments/over .
- Resolving basic payment issues Record adjustments.
- Payroll, A/P & A/R, Invoicing, Billing, Reports, P&L, End of the month reports, Accruals, OS&D & Outbound Clerk, Inventory, Human Resource Assistant, .
- Responsible for accurately data entry all inbound material in the Menlo database (XMS) Responsible for assisting in dispatch operations.
- Layoff, company downsized) Provide domestic/international shipping for small to large-sized companies Managed 62 + carriers insuring delivery for .
- Review and create weekly schedule for machine shop Present and publish weekly schedule Set up and maintain Point of use area, to General Motors.
- Outperformed Peers by Achieving 135% of YTD Revenue and Gross Margin Goals Worked with Local Rental and Lease Sales Force to Maintain and Grow New .

EDUCATION

Masters In Project Management