

Logistics Support Specialist I

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Objective

Over 2 years of experience coordinating the operational aspects of ongoing projects, and serving as liaison between project and team, finance, planning, scheduling and management. To obtain employment with a progressive organization with the opportunity for advancement.

Skills

Microsoft Office, Google Docs, UPS, Priority One, Forklift Operator, Marketing.

Work Experience

Logistics Support Specialist I

RSP Nutrition - September 2013 – 2020

- Logistics/Shipping & Receiving Unload product from a truck with a forklift.
- Ensure Lot numbers & expiration dates on products match the purchase order on packing slips.
- Stocking and fronting products on racks.
- Scheduling Freight Pick Ups via FedEx, UPS & other 3rd party carriers.
- Preparing class 60 & class 120 related products for shipment.
- Involved supervisor and contact account executive as appropriate to resolve problems.
- Effectively managed a high-volume of inbound and outbound customer calls.

Logistics Support Specialist

Delta Corporation - 2009 – 2013

- responsible for data mining, reporting, use VLOOKUP function with excel, inventory tracking, ordering, audits, and reconciliation for Product Support.
- Oversee the actions and performance of 7 individuals and enforce procedural and safety guidelines in support of logistic operations for a large.
- As a Logistics Support Specialist at Aberdeen Proving Ground.
- Created retrograde plans to remove all equipment from our forward bases in Afghanistan.
- Researched and created plans for "boots off the ground" process for when all bases are closing at the end of December.
- Improved call center functionality and service capacity by resolving customer complaints efficiently and quickly.
- Defused volatile customer situations calmly and courteously.

Education

Certificate Of Completion In Management Training - (Defense Security Service Academy)