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| **Career objective** | | | |
|  | To continue to utilize strengt To continue to utilize and enhance strengths in leadership and problem solving through challenging projects and responsibilities. | | |
| **Summary of qualifications** | | | |
|  | | * Strong verbal, written, and organizational skills. * Ability to work in a fast paced environment and manage multiple demands. * Experience in supervising cross-functional teams of 10-15 employees * Skilled at building and maintaining strong relationships with internal and external business partners. * Knowledge of MS Word, MS Excel, MS PowerPoint, and SAP. * Excellent ability to solve technical problems to complete tasks. | |
| **Professional experience** | | | |
|  | | | **Shipping Coordinator, Atlanta Freestyle Warehouse, The Coca- Cola Company**  Atlanta*,* GA**,** 2011 to Present   * Prepares documentation, maintains records, and coordinates logistics for product shipment. * Leads communications within the Shipping/Receiving area. Schedules and Coordinates both Domestic and International freight forwarder transactions. * Review open customer orders, create pick worksheets on an as needed basis to efficiently meet the customer shipping schedule and satisfy the requested ship dates. * Effectively lead cross-functional root cause and corrective action to resolve customer-related shipping issues. * Effectively leads a team of 10-15 associates, training new hires on shipping policies, procedures, and software   **Operations Technician, The Coca- Cola Company**  Atlanta*,* GA**,** 2005 to 2011   * Perform syrup manufacturing duties for equipment set-up, package filling and labeling, and records retention. Proficient use of the Coca-Cola Quality Systems guidelines in order to ensure product quality and customer satisfaction. * Maintain the manufacturing equipment adhering to the highest operational, mechanical and food safety standards. * Operational job skills in the key areas of manufacturing sustainability, machine operation, SAP transactions, quality and safety compliance.   **Parts Receiving Specialist, Maytag Corporation**  Atlanta, GA 2003-2005   * Responsible for receiving and organizing over 10,000 parts and other items shipped to the Atlanta Parts Distribution Center. * Responsible for the daily updating and maintenance of a 10,000+ parts inventory database ensuring accurate record retention. * Initiated and received between 10-15 daily calls from other regional distribution centers and customers regarding parts inventory and shipments, successfully resolving demand issues. |
| **education** | | | |
|  | | **Bachelors of Science in Business, Human Resources**  Excelsior College, Albany, NY | |