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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.
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| **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.
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| **education** |
|  | **Bachelors of Science in Business, Human Resources**Excelsior College, Albany, NY |