

# Kristopher Correia

## Logistics Coordinator

Somerville, MA  
kristopher.correia@gmail.com - 617-930-0232

### WORK EXPERIENCE

#### **Logistics Coordinator**

Global Organics - Arlington, MA - June 2014 to December 2014

##### Responsibilities

- Filled sales orders at warehouse locations.
- Completes sales order processes by fulfilling orders in Netsuite and attached all freight costs to sales orders.
- Negotiated freight quotes.
- Maintaining K.P.I's (metrics) based on departmental goals.
- Interacted with customers regarding shipments.

#### **Logistics and Inventory Control Specialist**

Adlens USA - Boston, MA - July 2013 to June 2014

- Responsible for ensuring timely receiving and shipping of products to customers/vendors and sales representatives
- Maintained optimum inventory levels along with shipping materials and supplies
- Responded to customer/vendor concerns
- Supported the Sales/Customer Service office on additional tasks as requested by management
- Performed physical inventory of stock
- Assisted Office Manager with administrative duties.

#### **Materials Handler**

Olympus NDT - Waltham, MA - February 2013 to May 2013

- Picking and shipping customer orders
- Quality Assurance of shipments
- Replenishing materials in stockroom
- Perform physical Inventory of stock room

#### **Warehouse Associate**

Newbury Comics Warehouse - Brighton, MA - September 2006 to January 2013

- Responsible for the daily shipment of products to Newbury Comics retail stores
- Conduct weekly inventory of warehouse stock
- Assist with the training of new employees
- Assist manager with ad hoc projects as needed

### EDUCATION

#### **BA English**

University of Massachusetts - Boston, MA  
2009 to 2012

## **AA in Business Administration**

Bay State College - Boston, MA

2007 to 2009

Somerville High School - Somerville, MA

2005

### **SKILLS**

Inventory Management

### **ADDITIONAL INFORMATION**

#### **Skills**

- Proficient in Windows and Mac OS
- Proficient in Salesforce, UPS Worldship, FedEx, Jira, Netsuite and SAP
- Proficient in Microsoft Office
- Strong organizational and communication skills
- Knowledge of Social Media