

ASIA L.K. SANDERS

Berthound, Colorado • asialksanders@gmail.com • (210) 589-2015 • [linkedin.com/in/asiasanders](https://www.linkedin.com/in/asiasanders)

PROFESSIONAL SUMMARY / SKILLS

Client-focused operations and care coordination professional with experience supporting individuals through complex processes, coordinating services across multidisciplinary teams, and maintaining accurate documentation in fast-paced, high-compliance environments. Proven ability to provide compassionate customer service, conduct outreach, manage sensitive information, and guide clients through scheduling, referrals, and service-related processes with professionalism and attention to detail. Experienced using electronic systems and Microsoft Office to track information, maintain records, and support efficient workflow management. Recognized for strong communication, organization, and the ability to build trust while delivering responsive, person-centered support.

- Client Navigation Support
- Excellent Care Coordination
- Outreach & Engagement
- Time Management
- Superb Communication
- Electronic Records Management
- Customer Service Excellence
- Microsoft Office 365
- Scheduling & Workflow Collaboration
- Data Entry & Record Accuracy
- Cross Functional Collaboration
- Compliance and Documentation

EXPERIENCE / WORK HISTORY

LOGISTICS SPECIALIST

Watchmaker Genomics – Boulder, CO
Present

Sep 2023 to

- Supports end-to-end supply chain operations using ERP and inventory management systems, including Fishbowl, Epicor, Qualio, Quickbase, and BarTender, ensuring accurate tracking, traceability, and inventory control.
- Coordinates domestic and international shipments through UPS, FedEx, and DHL platforms, optimizing carrier selection, minimizing delays, and ensuring on-time delivery of sensitive materials.
- Maintains real-time inventory accuracy by performing audits, reconciling discrepancies, and updating system records to support operational efficiency and compliance standards.
- Generates and manages compliant labeling solutions using BarTender, ensuring adherence to regulatory, safety, and product identification requirements.
- Collaborates cross-functionally with production, quality, and procurement teams to align inventory levels with demand forecasts and operational needs.
- Utilizes Microsoft Office (Excel, Word, Outlook) to track shipments, analyze logistics data, and produce reports that support data-driven decision-making and process improvements.
- Ensures proper documentation and handling procedures for specialized or sensitive shipments, maintaining compliance with internal protocols and industry regulations.

VETERINARY ASSISTANT AND CARE COORDINATOR

Colorado Animal Specialty & Emergency – Boulder, CO

Aug 2022 to Jul 2023

- Coordinated the internal transport of patients (animals) across 13 specialty departments, ensuring timely movement and alignment with clinical schedules and priorities.
- Managed high-volume communication and data flow between 20+ veterinarians and 30,000+ clients, ensuring accuracy, timeliness, and continuity of care.
- Maintained and processed sensitive medical records and personal information (PPI), ensuring compliance with privacy standards and data integrity.
- Prioritized and triaged emergency and non-urgent cases, optimizing workflow efficiency and supporting rapid response in high-pressure environments.
- Scheduled and coordinated appointments for 12+ specialists and an emergency department, balancing resource availability and patient needs.

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- Supported end-of-life care coordination, ensuring compassionate, organized handling of sensitive cases while maintaining operational efficiency.

SALES REPRESENTATIVE AND EVENT COORDINATOR

The Legging Lass – San Antonio, TX

Mar 2021 to Jun 2022

- Coordinated end-to-end logistics for 27+ nationwide events, including inventory planning, packaging, shipping, and on-site execution to ensure timely and accurate delivery of products.
- Managed the transportation, setup, and breakdown of retail displays across multiple locations, optimizing efficiency and ensuring consistent brand presentation.
- Maintained accountability and secure handling of \$27K+ in product inventory and cash, ensuring compliance with operational and financial controls.
- Collaborated with vendors and clients to coordinate shipments, resolve issues, and maintain smooth logistics operations across event locations.
- Streamlined inventory processes by organizing, tracking, and expediting shipments to meet tight deadlines and high-demand event schedules.
- Supported revenue generation by leveraging social media and live engagement strategies to attract customers and increase event traffic.

LEAD RECEPTIONIST

OC Welch Ford and Lincoln – Beaufort, SC

Feb 2020 to Jun 2020

- Delivered daily administrative and operational support to the sales team, improving workflow efficiency and enabling timely client engagement.
- Provided high-quality customer service in both in-person and phone interactions, resolving inquiries and directing clients to appropriate personnel for quick, effective solutions.
- Managed front office operations, including handling multi-line phone systems, receiving and distributing mail and packages, and coordinating outgoing shipments with accuracy.
- Maintained clear and efficient communication by taking detailed messages and ensuring timely follow-up between staff, management, and clients.
- Supported overall office productivity by performing clerical tasks, organizing resources, and demonstrating reliability through consistent attendance and a strong work ethic.

LOGISTICS & TRAINING OPERATIONS SUPERVISOR

United States Marine Corps – MCAS Beaufort, SC

Nov 2015 to Jun 2019

- Delivered 200+ hours of specialized training on chemical, biological, radiological, and nuclear (CBRN) defense procedures to large groups, improving operational readiness and safety compliance.
- Coordinated logistics planning and execution for training operations, ensuring personnel, equipment, and resources were aligned to meet mission requirements.
- Conducted detailed operational risk assessments, analyzing resource needs and presenting actionable recommendations to support safe and efficient operations.
- Managed inventory and accountability of \$500K in specialized equipment, maintaining accurate records and ensuring readiness through routine audits and preventative maintenance.
- Developed and maintained Standard Operating Procedures (SOPs) and turnover documentation to streamline processes and support continuity in logistics operations.
- Supervised and supported 20+ personnel, delegating tasks, monitoring performance, and ensuring adherence to safety and operational standards.

EDUCATION

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High School Diploma – Rockport-Fulton High School – Rockport, TX

2015