

Brianna Adair

LOGISTICS COORDINATOR seeking new opportunities

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970-275-3882

Authorized to work in the US for any employer

Work Experience

Logistics Coordinator

All American Pet Proteins - Greeley, CO

October 2019 to March 2020

LOGISTICS COORDINATOR

KEYSIGHT TECHNOLOGIES - Loveland, CO

February 2018 to September 2019

- Receive, process, and resolve any issues on all incoming shipments
- Prepare documentation on all domestic and international parcel and freight outgoing shipments
- Schedule parcel and freight pick-ups for non-house stop carriers
- Resolve domestic delivery exceptions and international clearance delays
- Prepare unit and associated paperwork for incoming and outgoing process

DISTRIBUTION ASSOCIATE

PHARMACA - Boulder, CO

October 2017 to April 2018

BOOMERANG ENTERPRISES - Longmont, CO

November 2017 to February 2018

NATURAL DOG CO - Windsor, CO

October 2017 to November 2017

EXPORT CONTROLLER

SPECTRA LOGIC - Boulder, CO

October 2015 to October 2017

- Prepare documentation on all domestic and international outgoing shipments
- Resolve all issues with incoming orders (correcting order information from call center)
- Schedule parcel and freight pick-ups for non-house stop carriers
- Resolve domestic delivery exceptions and international clearance delays
- Prepare unit and associated paperwork for incoming and outgoing processes
- Maintain accurate documentation filing
- Document procedures for shipping processes

LOGISTICS SPECIALIST

WALMART DISTRIBUTION CENTER - Loveland, CO

August 2014 to October 2015

WAREHOUSE MANAGER

THE FEET, INC - Fort Collins, CO

October 2013 to February 2015

- Perform bi-weekly cycle counts on inventory
- Receive all incoming shipments in an accurate and timely manner
- Prepare orders for shipping and pick-up
- Schedule on-call driver pick-up orders
- Assist in dispatching, manifesting, and driver misdeliveries for On-Trac

Reverse Logistics

CAPITAL BOOKS AND WELLNESS - Grand Junction, CO

January 2013 to September 2013

- Receive and process customer returns
- Determine resalable value and condition
- Resolve all customer address, billing, and product quality issues
- Assist in day-to-day operations

AMBASSADOR

AMAZON.COM - North Las Vegas, NV

May 2010 to January 2013

NORTH LAS VEGAS, NV

- Train new employees and cross-train employees in new departments
- Process international freight and parcel outbound shipments
- Resolve international clearance delays
- Conduct weekly safety audits
- Assist in day-to-day operations

Education

DIPLOMA

LAS VEGAS HIGH SCHOOL LAS VEGAS, NV

November 2009

Skills

- documentation (3 years)
- ERP (9 years)
- FedEx (9 years)
- Kaizen (3 years)
- Microsoft office (10+ years)
- Oracle (5 years)
- Supply Chain (9 years)
- Logistics (9 years)
- Shipping (9 years)
- Dispatch (9 years)

- Customer Service (10+ years)
- Ups (9 years)
- Document Management (10+ years)
- Order Processing (10+ years)
- 3PL
- Import Export
- International
- Shipping Receiving

Assessments

Proficiency with Microsoft Office: Mail & Calendar (PC) — Expert

May 2019

Using Microsoft Office Mail and Calendar tools to manage workload.

Full results: https://share.indeedassessments.com/share_assignment/e9mxalqmbpg4-5a1

Scheduling — Expert

May 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: https://share.indeedassessments.com/share_assignment/wmii9u69295myr89

Organizational Skills — Expert

June 2019

Arranging and managing information or materials using a set of rules.

Full results: https://share.indeedassessments.com/share_assignment/afq2begsji2lzsrl

Teamwork: Interpersonal Skills — Highly Proficient

June 2019

Resolving disputes, solving team problems, and understanding nonverbal cues.

Full results: https://share.indeedassessments.com/share_assignment/xq4gjarxxvzhsumh

Attention to Detail: Inventory — Highly Proficient

June 2019

Measures a candidate's ability to apply systematic processes for managing and storing products and merchandise.

Full results: https://share.indeedassessments.com/share_to_profile/9ffab9b8b81a81517f0733bd418800b7eed53dc074545cb7

Attention to Detail — Expert

April 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_to_profile/8c5b3ddff74349958599b5cb51482c5deed53dc074545cb7

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.