

# Cara B. Williams

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## Objective

Seeking an opportunity in a fast-paced environment where I can utilize my experience, strong leadership, and problem-solving skills to exemplify smooth and efficient operations. Enthusiastic and highly motivated candidate with a strong work ethic and desire to further develop my knowledge and skills.

## Work Experience

**Sunergy-** Dallas, Tx

May 2022 – Present (Contractor)

### ***Install Technician***

- Install Energy Efficient Devices in Customers homes.
- Complete work orders in a time efficient manner.
- Communicate with other install partners for troubleshooting methods.
- Provide friendly services to all customers/homeowners.
- Invoice customers weekly.

**TAGG Logistics** (*formerly known as Lesaint Logistics*) - Dallas, TX May 2019 - May 2022

### ***Logistics – Dispatcher/Inventory***

- Prepared month-end and other inventory journal entries and reports as needed.
- Maintained and tracked inventory stock levels of all product at both warehouse locations.
- Entered air import shipment information into the systems and created air/ocean documentation including arrival notices, invoices, delivery orders and file settlement reports.
- Communicate with customs brokers and overseas agents regarding shipment details and problem resolution.
- Followed all security measures including those required by the government and local security programs.
- Quality Audits of both Put away and Picking processes.
- Process and input customer orders inbound and outbound.
- Ran stock reports to check for product availability.
- Generated all related paperwork and necessary information required for customer purchasing orders, checking all orders for special requests, and emailed inventory records accordingly.
- Generated accurate and timely billing and subsequent invoicing monthly.
- Maintained accurate inventory records and resolved inventory discrepancies.
- Overseen all paperwork associated with orders and maintained the corresponding files.
- Answered phone calls and operated various types of office machines necessary to perform duties.
- Maintained a good working relationship with customers by responding to all inquiries and complaints concerning work-orders, invoices, shipments, inventory counts, etc.
- Operated Sit-down forklift daily to perform all warehouse duties and tasks.

**Greenstream International** - Austin, TX

March 2017 - April 2019

### ***Shipping Department Lead***

- Employee of the month for July 2016.
- Scan products IMEI into Warehouse Management System with 100% accuracy.
- Maintain strict shipping/receiving policies and procedures to maintain an accurate inventory.
- Conduct cycle counts and physical inventory counts on a regular cadence.
- Track quality, quantity, inventory levels, delivery times, transport costs and efficiency.
- Reconcile scanned product against the order Pick list.
- Ensure health and safety standards are maintained.

- Package all product including wrap and strap on a pallet if needed.
- Ship orders and schedule pickups via FedEx Express, FedEx Ground, FedEx freight, UPS, and DHL.
- Meet company's SLA of 48-hour order turn around.
- Assist Receiving department with scanning and receiving all incoming product.
- Troubleshoot and problem-solve distribution and logistics issues.
- Assist inventory department with stocking of all product.
- Assist inventory department with order fulfillment.
- Assist Quality and repair department as needed with random tasks.
- Prepare and send midday and nightly reports to upper management with daily numbers and level of service percentage.

## **Tradesman International - Austin, TX**

March 2015 - March 2017

### ***Exhibit Install/Dismantle Technician***

- Ensured each assigned project is pre-show certified by executing specific tasks.
- Setup each assigned exhibit prior to shipping to event to preform quality control checks.
- Made recommendations for exhibit improvements to the appropriate parties.
- Labeled all exhibit components and validated booth electrical requirements by reading and analyzing provided exhibit schematic drawings.
- Packed each assigned exhibit in a manner that would reduce labor time while on show site.
- Understood and followed show rules published in the show service manual.
- Worked in a proactive manner to detect conflicts and concerns and use working product knowledge to solve on site issues in a time manner.

### **Round Rock Police Department Indoor Gun Range**

- Installed special acoustical materials to reduce muzzle blast effects.
- Helped install Target Carriers and Turning Mechanisms.
- Operated forklift to carry and install wall and ceiling baffles and deflector plates.
- Used hacksaw to adjust certain lengths and pieces of materials.
- Worked in a team of five including the Project Manager at Meggit LLC.
- Soundproofed fire line structures.
- Installed Bullet traps and steel targets. Solar Panel Farm -
- Installed photovoltaic (PV) systems in accordance with codes and standards using drawings, schematics, and instructions
- Assembled solar modules, panels, or support structures, as specified.
- Measured and analyzed system performance and operating parameters to assess operating condition of systems or equipment.
- Installed required labels on solar system components and hardware.
- Identified and resolved any deficiencies in photovoltaic (PV) system installation or materials.
- Checked electrical installation for proper wiring, polarity, grounding, or integrity of terminations.

## **DelStar Technologies, Inc. - Austin, TX**

March 2010 - February 2015

### ***Sample Coordinator***

- Assemble Sample kits of the company's standard and custom products.
- Entered Purchase orders for all billable samples.
- Invoiced customers daily for all of the prior day shipments.
- Processed credit card payments for customers that didn't reach the net term requirements.
- Coordinate all company tradeshow including and arranging shipments.
- Assisted in preparing shipment documentation; provided excel spreadsheets for international containers.
- Provided daily shipping documents via email, fax or scan to a wide range of companies within and outside of the company.
- Prepared data specification certifications and courtesy letters for all regular and Research and Development samples.
- Worked closely with production planner, value-added department, Shipping department and accounting.
- Assisted the Marketing manager regularly with random tasks.
- Used CRM daily to receive and maintain all sample requests.
- Organized and managed CRM database for ongoing business development.
- Coordinated all Research and Development samples within and outside the US
- Shipped samples daily via FedEx ship manager and UPS Worldship.

### ***Quality Control -***

*March 2010 to March 2010*

- Performed daily shipping audits on all out going international shipments to avoid custom delays.
- Created certificate of compliance (COC) data sheet for customers.
- Created certificate of analysis (COA) data sheets via excel for the company's top 5 customers.

- Helped the production planning department with filing of production line paperwork orders.
- Assisted with the launch of the new data capture system.
- Assisted Quality manager with processing RMA's.
- Performed pyrogenic tests for our gold customers at which the results were entered onto a data sheet and sent via email to the correct correspondence.

## **Education**

### **ITT Technical Institute**

September 2015 – September 2016 (School Closure)

### **Texas Southern University**

2003-2005

### **Stony Point High School**

1999-2003 Diploma

## **Certifications and Licenses**

Forklift Certification