

David Wiley

Detail-oriented, over 4 years in the logistics field. Over 4 years experience in Inventory and Shipping roles

Bronx, NY

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Authorized to work in the US for any employer

Work Experience

Logistics Associate

Memorial Sloan Kettering Cancer Center - Bronx, NY

April 2023 to February 2024

- Ordered needed items from outside vendors as per departmental guidelines.
- Refilled Point of Care supplies to patient rooms and bedsides. Applied various software programs used by the department including Helios, Vuetura, Coupa, and others as assigned.
- Anticipate and avoid supply stock-outs by ordering items before they become depleted.
- Advised management of known supply shortages or anticipated issues with shortages.
- Checked all orders received for accuracy against requisition forms and packing slips.
- Ensured that all supplies required on patient floors are accurately distributed on a timely basis.
- Consistently supervise expiration dates of medical supplies. Support Department cycle expired date checks.
- Replenished clinical supplies and linen in clinical practice areas including supply storage closets, supply carts, exam rooms, and treatment rooms daily based on par levels for each clinical area.
- Processed returns of over-shipment and incorrect orders following departmental guidelines.
- Checked supplies, merchandise, and equipment received against packing slips and communicated any discrepancies to supervisor/manager.

Logistics Coordinator

GalaxyCorp LLC - New York, NY

May 2022 to July 2022

- Managed Inventory Levels in warehouses and at factories.
- Updated Excel forms to reflect goods freighted
- Liaised with various departments to ensure delivery times are known and met
- Data entry to AS400 ensuring accurate information
- Daily communication with factories, Freight Forwarders, Warehouses, and Customs Brokers to get goods from overseas.

Inventory Specialist

Buyk - New York, NY

July 2021 to March 2022

- Managed products - received inventory, stocked shelves, and tracked expiration dates
- Kept location in a clean and orderly fashion;
- Reported on broken or missing inventory and or items.

- Checked deliveries against requisitions and purchase orders;
- Handled orders – pick and pack the orders and pass them off to couriers for delivery;
- Oversaw couriers' work – ensuring timely delivery of orders

Fulfillment Coordinator

New Audio LLC - New York, NY

December 2017 to November 2018

- Systematically fulfill orders through NetSuite.
- Processed returns through Netsuite.
- Facilitated shipping from headquarters using FedEx and DHL. Use MS Excel 30% of the time. Edited Excel workbooks

Logistics Associate

Vestiaire Collective - New York, NY

April 2017 to October 2017

- Managed shipping and receiving for the company.
- Purchased all supplies for the logistics team.
- Managed logistics team to meet and exceed efficiencies.
- Emailed proper persons to resolve all logistics-related issues.
- Used FedEx and DHL to ship domestically and Internationally. Assisted in the switching of vendors to save on shipping costs.

Marketing Coordinator, Shipping Coordinator

Classic Business Solutions - New York, NY

June 2013 to August 2016

Collaborated with over 100 vendors throughout the printing production process to minimize errors and increase client satisfaction

- * Coordinated all shipments in order to meet client expectations and deadlines.
- * Communicated with clients for new orders, status updates and general questions
- * Maintained inventory records for paper stocks and printed items to ensure quick turnaround times
- * Delegated day-to-day administrative tasks to the office assistant in order to maintain a well-orchestrated office environment.

Education

Regents Diploma

Health Opportunities H.S - Bronx, NY

September 2000 to June 2004

Skills

- EDI (2 years)
- NetSuite (1 year)
- Office Administration
- Order Fulfillment (5 years)
- Microsoft Excel (2 years)

- Computer literacy (10+ years)
- Microsoft Office
- Office Administration
- Telemarketing
- SAP
- ERP Systems
- VoIP
- Time management
- English (10+ years)
- Inventory control
- Shipping & receiving (6 years)
- Supervising experience (3 years)
- E-commerce (3 years)
- Google Suite
- Customer support
- Warehouse management system
- FIFO
- Data collection
- Oracle
- Customer support
- Customer service
- English
- Logistics
- Communication skills
- Freight
- Microsoft Outlook
- Quality control
- Warehouse Management
- 3PL
- Microsoft Excel
- E-commerce
- Microsoft Office
- Supervising experience
- Shipping & receiving
- Team management
- Order management system
- Order fulfillment
- ERP systems
- EDI
- Customer service

- NetSuite
- Materials management
- SAP ERP
- English
- Computer skills
- Communication skills
- Warehouse experience
- Freight
- Customer support
- Salesforce
- VoIP
- Telecommunication
- Load & unload
- Organizational skills
- Typing
- Math
- Management
- Filing
- Order picker
- Grocery store
- Microsoft Outlook
- Microsoft Word
- Order entry
- Inventory management
- Logistics

Assessments

Attention to detail — Proficient

September 2021

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

Full results: [Proficient](#)

Management & leadership skills: Impact & influence — Proficient

March 2024

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

Supervisory skills: Motivating & assessing employees — Proficient

March 2024

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Proficient](#)

Written communication — Proficient

January 2023

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

March 2024

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Spreadsheets with Microsoft Excel — Proficient

July 2022

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Data entry: Attention to detail — Proficient

December 2022

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

Warehouse shift leader — Proficient

July 2022

Supervising warehouse staff and maintaining safety and security standards

Full results: [Proficient](#)

Customer service — Proficient

September 2022

Identifying and resolving common customer issues

Full results: [Proficient](#)

Customer focus & orientation — Proficient

September 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Teamwork: Interpersonal skills — Proficient

January 2023

Responding to challenging team situations at work

Full results: [Proficient](#)

Work style: Conscientiousness — Proficient

March 2022

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Proficient](#)

Scheduling — Proficient

October 2022

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

Working with MS Word documents — Proficient

March 2024

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Proficient](#)

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