

Jennifer Mangers

LOGISTICS TECHNICIAN

(310) 600-6951

jennifermangers@yahoo.com

Strasburg, CO 80136

Dedicated worker with excellent communication, time management and computer skills. Aiming to leverage my abilities to successfully fill the vacancy at your company. Frequently praised as hardworking by my peers, I can be relied upon to help your company achieve its goals.

EXPERIENCE

PARTS SPECIALIST

CommuteAir

Denver, CO

April 2021 - Present

- Located and labeled parts and maintained inventory of stock.
- Picked up and delivered parts.
- Demonstrated ability to manage multiple tasks while remaining adaptable and flexible.
- Maintained and clean work and inventory areas.
- Marked and stored parts in stockrooms, according to prearranged systems.

CUSTOMER SERVICE REPRESENTATIVE

Tide Cleaners

Denver, CO

March 2017 - Present

- Investigated and resolved customer concerns related to order inquiries and delivery tracking
- Protected customer and company information with strict use of established security procedures
- Answered customer questions about policies and procedures with friendly and knowledgeable approach
- Recaptured customer loyalty with expertise in de-escalating conflicts and building personalized solutions.

PURCHASING AGENT

Boutique Air

Denver, CO

May 2020 - April 2021

- Maintained updated shipment status, tracking and tracing loads while in transit
- Reduced shipment delays by proactively communicating with carriers to confirm delivery windows
- Drafted shipment documents, including BOLs, packing lists, invoices, and shipping labels
- Reduced budget overages by addressing claims for lost or damaged products
- Supported shipping department operations and inventory control
- Maintained cost targets through strategic contract negotiation with freight vendors
- Maximized goods value and minimized costs with strategic updates to materials flows.
- Interviewed vendors and visited suppliers' plants and distribution centers to examine and learn about products, services and prices.

LOGISTICS COORDINATOR / PURCHASING

TranStates Airlines

Denver, CO

May 2016 - March 2020

- Drafted shipment documents, including BOLs, packing lists, invoices, and shipping labels
- Supported shipping department operations and inventory control

- Supported seamless imports and exports, accurately completing customs paperwork and shipping manifests.
- Building rapport with vendors to ensure a great business relationship to assist in ordering aircraft parts.
- Creating repair orders for all rotatable to be sent back to vendor (example-Embraer, Boeing, Western etc..)

EDUCATION

ASSOCIATES IN BUSINESS MANAGEMENT

University of Phoenix, **Phoenix, AZ**

May 2011

SKILLS

- Departmental Support
- Bid Proposals
- Supplier Selection
- Materials Purchasing
- Financial Strategy Management
- Purchase Orders Organization