

José Ortega-Díaz

Logistic Specialist Coordinator

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WORK EXPERIENCE

Logistic Specialist Coordinator

AJC LOGISTIC - Guaynabo, PR - 2015 - 2017

Coordinate with in-house sales team to promote accurate and timely processing orders for customers.

- Sign payment vouchers in accordance with company policy.
- Monitor entire process of cargo movement.
- Scan orders into computer and track shipments across multiple channels.
- Oversee the life cycle of products, including preparation, shipping and receiving.
- Evaluate and process claims made by customers.
- Resolve problems that are related to transportation and logistics systems.
- Negotiate transport or logistics rates with suppliers and customers to improve the supply chain.
- Analyze areas of corporate logistics so as to find out the most cost-effective means or method of transporting supplies
- Communicate transport or logistics cost to customers or suppliers as the case may be.

Warehouse Manager

BRYJOR LOGISTIC - Guaynabo, PR - 2007 - 2015

- Responsible for the operations of all logistics functions for the Group businesses, including stock control, warehouse management, planning receiving and delivery schedule, process improvement and security.
- Maintain physical condition of warehouse and equipment, keeping in good repair.
- Supervise operations for a 22,000 sq ft warehouse and a workforce of 15, including receiving, cargo loading/unloading, routing, and distribution to customers around the island.
- Schedule deliveries of up to 23 containers weekly with goods valued in excess of \$1,000,000.00.
- Supervising, training and hiring of employees to work in the warehouse and inventory control personnel.
- Checking and verifying shipping records, handling questions or concerns of shipping storages or overages and addressing any problems with inventory control.
- Meeting with new and existing clients to determine their needs for warehouse space, entering into storage contracts and entering information into various software programs to monitor use of the facility.
- Others perform these activities for organizations that store products and goods for many different organizations.

Receiving Supervisor

DM EXPRESS - Guaynabo, PR - 2002 - 2007

- Assist warehouse manager during vacancy, illness and absents; second key with the responsibility of open and close facilities.
- Supervise operations for a 60,000 sq ft warehouse and a workforce of 8, including receiving, cargo loading/unloading, routing, and distribution to customers around the island.
- Schedule deliveries of up to 25 shipments weekly with goods valued in excess of \$500,000.00.
- Train employees on paperwork processing, delivery tracking, and freight inspection.

Production Line Worker

FORTEX INDUSTRIES - 1993 - 2001

Prepared and set up all raw material utilized in the production of up to 2,500 tons of rubber per shift.

EDUCATION

Diploma in Computer Programming

ALLIED SCHOOL

1991

ADDITIONAL INFORMATION

- Scheduling • Cargo Loading /Unloading • Quality Control
- Distribution • Shipping/Receiving • Material Storage
- Personnel Supervision • Customer Service • Inventory Control
- Forklift Operator • Record Keeping • Production Output