

**KAREN M. FERRI**  
**50 STRATHMORE ROAD**  
**METHUEN, MA 01844**  
**(617) 448-4394**  
**karen.ferri@ymail.com**

## **PROFESSIONAL EXPERIENCE**

**Weir Valves & Controls USA, Inc.**

**2/2014 to 9/2017**

### **Shipping Coordinator**

- Obtains rate quotes and selects best use of resources for domestic and international shipments ranging from small packages to container loads.
- Creates and assembles packing lists, tags, bills of lading, insurance and broker documents and other related shipping forms. May need to process international Letters of Credit and U.S. customs documents for foreign shipments.
- When notified that shipments are ready, ensures that all materials are accurately assembled according to the sales order.
- Contacts appropriate carrier and schedules shipment. Follows up and maintains communication and correspondence with truck, rail, airlines, package carriers and freight forwarding agents.
- Maintains daily shipping log using Company computer system and accurately allocates dollars to designated accounts.
- Coordinates with customer and/or third party for logistic support of critical shipments.
- Contacts Contracts Administration and/or freight forwarders for shipping instructions and prepares proper documents, export declarations, and other requirement forms.
- Answers customer calls and provides them with information on shipments as needed.
- Expedites order through the Company system to meet delivery target dates and traces orders when needed.
- Helps resolve matters relative to damages, losses and delays.
- Reviews and approves non-contracted routed freight and brokerage charges. Provides Accounting with job references for costing purposes.
- Complies with all Company policies including safety and environment
- Completes other Company related duties as assigned

**Weir Valves & Controls USA, Inc. (contract)**

**8/2012 to 2/2014**

### **Admin Assistant**

- Manage Heat Sheets and coordinate with QA.
- Reconcile PO variances with purchasing.
- Manage work order schedule with Mike Pridham
- Manage Cycle Counts.
- Manage Inventory Discrepancies
- Manage Loftyman in Rowley location (Packing slips, inventory, & shipments).
- Coordinate with Purchasing to order supplies for Rowley location.

**Evergreen Solar, Ayer, MA**

**5/2010 to 3/2011**

### **Wafer Fab Operator (contract to hire)**

- Responsible for operating and monitoring between 20 and 40 growth furnaces for the production of EFG Crystals.
- Adjusted speed, temperature and watched for any variations in the crystal growth process
- Input data related to the raw materials used and finished product
- Responsible for visual inspection for wafer quality.
- Company closed

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**Schott Solar, Billerica, MA**

**1/1996 to 8/2009**

**Crystal Growth Operator / Materials Specialist**

- Responsible for support of growth area building setups for furnaces
- Responsible for assembling and preparing necessary equipment to be used by the growth area.
- Checked specs from drawings to make sure the graphite parts were within tolerance to go into the furnaces.
- Monitored growth furnaces, adjusting temperature and speed as needed, and watching for any variations in the process.
- Performed quality control inspection on incoming graphite to check purity.
- Responsible for purchasing all necessary raw materials for growing crystals, tools, safety equipment and office supplies for the entire Growth Department.
- Received and expedited all incoming materials, inventory; kept track of all inventory control in the computer data base program and on Excel spreadsheets.
- Expedited orders as they arrived and adjusting inventory orders in database as needed.
- Worked with team members in updating work instructions
- Responsible to training of alternates in setup building.
- Worked with R&D in running experiments and seeing that the correct experiment was run.

**Etch Operator**

- Responsible for silicon and glass etching of silicon wafers and solar cells
- Experienced in handling acids used in these processes

**ASE Americas, Inc./Schott Solar, Billerica, MA**

**9/1995 – 1/1996**

**Etch Operator (Contract to Hire)**

- Responsible for silicon and glass etching of silicon wafers and solar cells
- Experienced in handling acids used in these processes
- Company went into partnership with Schott Solar & was bought out by them.

**Omega Specialty Instrument Co., Chelmsford, MA**

**10/1991 – 10/1995**

**Shipping/Receiving, Purchasing Agent, Lab Technician**

- Started as a lab technician for about 9 months, then promoted to Lead Technician for just over a year. Promoted to Assistant Purchasing Agent for six months and promoted to Sole Purchasing Agent for 1 ½ years.
- Sole person responsible for creating and placing sales orders. Hand wrote POs to accompany each order.
- Created spread sheets in DOS for ordering, receiving and tracking orders and materials
- Responsible for negotiating and purchasing all necessary raw materials.
- Utilized Proprietary DOS Database for placing orders, to track incoming materials and inventory control
- Expedited orders as they arrived and adjusted inventory orders as required.
- Responsible for QC and inspection of raw materials used to manufacture the testing devices.

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- Responsible for all domestic and foreign shipments utilizing UPS
- Training new personnel for handling various filter materials
- Assemble and prepare devices to be used for industrial hygiene testing

## **EDUCATION**

Certificate in Environmental Technology  
University of Massachusetts, Lowell, MA

Completed two years towards Bachelor of Science Degree in Civil Engineering  
University of Massachusetts, Lowell, MA

### **SEMINARS:**

Tradewin Import Compliance Seminar

Tradewin Export Compliance Seminar

Customer Service Representative

ISO 9000

Administrative Assistant

How to Communicate with Confidence, Clarity, and Credibility

Leadership and Supervisory Skills for Women