

# Kassi Goff

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Looking to join a team where my experience and knowledge would help benefit the success and growth of the company.

Authorized to work in the US for any employer

## Work Experience

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### **Logistics Manager**

Decorative Materials Int'l LTD - Denver, CO  
February 2021 to August 2021

- Managed warehouse staff and coordinated daily workload to efficiently receive incoming shipments and containers, ship client orders, and client pick ups
- I was responsible for submitting inventory and special order POs to all vendors in Spain and Italy, ensuring confirmation was received, and approving cost and quantity of each PO. Coordinated with freight forwarder to ensure they had all POs and that they were included in an organized container in a timely manner.
- Track preparation and movement of incoming containers. Daily communication with the freight forwarder in order to provide current information for the sales staff in three showrooms. Noted sail date, port arrival, rail movement, all delays, cancellations of all organized containers.
- Negotiated rates with carriers to obtain the best possible rates. Researched carrier options for remote mountain location deliveries.
- Obtained UPS pricing that currently saves the company hundreds of dollars a month.
- Checked in material from containers to confirm quantities matched POs
- Created and implemented a cycle count program to reconcile and maintain inventory accuracy
- Answered phones and gave clients information regarding their orders
- Daily communication with sales staff to answer shipment and order questions

### **Warehouse Manager**

BOKER USA INC. - Lakewood, CO  
March 2006 to November 2020

- I was responsible for all warehouse operations and personnel, training, hiring, and firing. Coordinated daily work load to achieve daily shipping numbers, streamlined processes to obtain maximum efficiency, and utilized available space with efficiency. Oversaw year end inventory, counts, recounts, and entry of those counts. Managed daily cycle counts and count entry.
- Communicated on a daily basis with office personnel, accounting, sales staff and the President as well as my colleagues in the Boker offices in Germany and Argentina. Regular communication with vendors and manufacturers in China and Taiwan.
- Kept track of all import shipments coming from China, Taiwan, Germany, and Argentina via air and/or ocean freight.

- Worked closely with freight forwarders to ensure timely customs clearance and delivery of all shipments.
- Experience in international shipping, document requirements, tariffs, and HTS codes.
- LTL, UPS, Fed Ex shipping software experience as well as rate negotiations with carriers.
- Completely restructured the warehouse to better utilize space and people and implemented a bin location system in the warehouse to make it more efficient when pulling orders and putting incoming product away.
- Managed Customer Service/Repair Department.
- Communicated with customers to resolve product issues and authorized replacements for defective product.

### **Warehouse Manager**

Four Winds Trading Company - Arvada, CO  
November 2000 to February 2006

Responsible for all warehouse operations and inventory. Hiring and training of new employees. Entered shipment receipts against open purchase orders. Pulled, packed, shipped, and created invoices for all orders. Helped design and setup a new warehouse. Performed cycle counts and year end inventory counts. LTL, UPS, and Fed Ex shipping software.

### Education

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#### **Some College in Business Management**

University of Northern Colorado - Greeley, CO  
September 1978 to April 1981

#### **High school diploma or GED in General Studies**

Pomona High School - Arvada, CO  
September 1975 to June 1978

### Skills

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- Freight Experience
- Order Picking
- Warehouse Management
- Logistics
- Shipping & Receiving
- Warehouse Supervisor Experience
- Microsoft Office, Microsoft Outlook, Excel, Word, various operating systems
- Warehouse Experience
- Materials Handling
- Packaging
- Pallet Jack
- Warehouse Distribution Experience
- Inventory Control