

Krystl Gomez

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Obtaining a position, with internal growing opportunities. Utilizing previous skills and applying that to continue to grow my experience. I have excellent customer service and can communicate well with my team members. Beginners excel experience; but willing to grow my knowledge if given the opportunity.

J2 Resources 12/2024 – Current

Logistic & Shipping Coordinator

- Order Hot Shots & LTLs
- Navigate NetSuite
- Order Buy Outs
- Prepared shipping documents and labels (BOL , PO , POD)
- Track shipments and provide updates to sales and customers
- Receive and verify incoming shipments
- Monitored inventory levels and ensured adequate stock (Bin Numbers and Stock)
- Prepared and maintained accurate inventory records

Allied Universal 03/2022 – 12/2024 (Oxy Vinyls Pasadena)

Shipping Coordinator/ Scale House Operator

- Monitor Cameras
- Allow access to guest and employees
- Occupancy reports / Alarm monitoring

- Weekly alarm Testing
- Scale tickets for trucks
- Maintain excel spreadsheets for sign in sheets and truck logs

Willett Equipment 06/2008 – 03/2022

Receptionist

- Answer calls, take messages, and handle correspondence with other team members
- Bill clients with a company provided template
- Apply cash
- Support receptionist with misc duties.
- Sort mail
- Create Fedex/UPS labels

Education & Skills

Furr High School – 05/2008

Proficient in Oracle NetSuite

Twic Authorized expires 12/2025