

Liz Bolt  
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To whom it may concern,

For the past 8 years I've been taught the importance of our leadership's role in securing our communities; I've developed a sense of admiration for our Government's role in protecting our economies, and I've been humbled by the decisions Corporate Authorities make in order to secure their futures in an ever-changing International Market.

I am seeking to further my education, and I will be bringing a genuine interest to help, a reestablished sense of discernment, and excellence, to each opportunity that comes my way.

I look forward to meeting with you.

Sincerely,

Liz Bolt

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## Experience

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2015 – Present Furniture Row, Centennial, CO

Freight Specialist

- Manage all Oak Express and Bedroom Expression customer accounts, track orders from Origin to Destination
- Effectively communicate service interruptions and product availability, investigate root cause and facilitate issue resolution
- Provide international documentation expertise (certificate of origin, bill of lading, customs documentation, etc.)
- Ability and knowledge in HTS, ISF Filings, Consumer Product Safety, General Certificates of Conformity, Children's Product Certificate, Lacey Act Declaration
- Familiar with the varying processes of US Ports of Export and Entry
- Facilitate resolution of complex issues involving various parties: Shipper, Carrier, Port Authority and Distribution Teams
- Expedite shipping and deliveries; maintain inventories; monitor usage inconsistencies, and back orders
- Engineer transportation solutions for buyers, suppliers and distributors
- Conduct rate negotiations and provide leadership and direction during our annual planning process.
- Identify opportunities to improve service and/or reduce cost
- Drive cross functional collaboration with Furniture Row's Rapid Fulfillment System, to achieve supply chain efficiencies for Buyers, Customers and Field Sales

2012 – 2015 Furniture Row, Centennial, CO

Special Order Coordinator

- Design, develop and deliver advanced forecasting and reporting solutions for Sofa Mart's new Custom Order Program
- Review and process routine purchase requisitions for goods and services
- Ensure compliance with purchasing procedures, state procurement codes and user requirements
- Interact with vendors and departments regarding procurement procedures and order status
- Maintain and update product catalogs, vendor files and price lists
- Maintain records in accordance with established policies, procedures and audit guidelines
- Reconcile and process receiving reports, vendor invoices and other procurement documents
- Expedite shipping and deliveries; maintain inventories; monitor usage inconsistencies, price changes and back orders
- Engineer transportation solutions for buyers, suppliers and distributors
- Conduct rate negotiations and provide leadership and direction during annual planning process
- Ensure suppliers' performance measures are consistent with Service Level Agreements

2011 – 2012 Furniture Row, Centennial, CO

Sales Associate – Manager in Training

- Greet and assist customers ascertaining their furniture needs
- Answer customer inquiries regarding products and services
- Maintain high level of knowledge regarding new products
- Present pricing, prepare contracts and process transactions in POS
- Place orders and locate stock
- Maintain knowledge of current promotions and policies regarding payment, exchanges and store security
- Facilitate merchandising and product display

## Skills

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Sales, Forecasting, Reporting, Negotiations, Revenue Planning, Microsoft Office (Word, Excel, Access), Attention to Detail

Supply Chain-specific Skills: Logistics, Transportation/Freight, Domestic – Dedicated, LTL, Drop-Ship and Intermodal Transit, Import – CY to Door, Title 19 – Code of Federal Regulations, Harmonized Tariff Schedule