

Logistic Manager / Site Supervisor / Operations Manager

- Prepare and distribute commodities for shipping domestic or international.
- Generate all export documentations to meet U.S Federal Trade regulations
- Submit and attach commercial invoices and EEI forms on all International shipments
- Track and assure custody of all received and shipped products
- Keep constant Communications with the exporter, receiver, and brokers
- Route on – time deliveries
- Cycle count and consolidation on inventory.

Core Competencies:

Communications – Team Building – Mentoring – Public Speaking – Attention to Details – Shipping & Receiving - Customer Service - Decision Making – Logical Thinker – Decreasing Redundancy – Inventory Control – Quality Assurance – Workplace Safety – Fast Learner

Certification, Trainings / Individual Development (IDP) 2017 – 2019

Certification Site NNE - procedures and protocols, scores 92% and above 2008 -2019

Site Supervisor Competed Trainings; communicating with your team and Improving work habits; Preventing work place harassment for employees; Services hazardous awareness for shipping and receiving; Shipping – ground and Air; USPS labeling of Lithium cell batteries; Shipping UPS & FedEx lithium metal cells and batteries; The safe shipping of lithium cells and batteries Flowchart; HIPPA General Awareness & Security Awareness.

Employment Accomplishments:

Installed Zebra labeling for shipping and receiving, improved international shipping by creating an internal domestic shipping request form. Reduced trouble shooting and escalations of all Ricoh to all copiers via email access. Prioritized the training of the company's field service specialist on site procedures. Generate monthly management reports, Introduce new tracking methods on all shipment and custody exchanges. Improved electronic scrap removal. Created an extensive (SPG) site procedure guide of the site.

Corporation:

1. Ricoh USA Inc. Arkwright rd. Macon, GA / Sub-Contractor of North East Mass. for JJJ Facilities Management **Site Supervisor** for Motorola, Google, and Arris Corp. Crosspoint Towers Lowell, MA. 2008 -2019
2. Loyal Automotive (1800 Radiator) – **Warehouse Manager**
Woburn, ma. 2019 - present

Institutes:

Ricoh Learning Institute NNE Site Certification Award / CLI Christian Leaders Institute – Bible Study Leader Award

Community Involvements:

Guest speaker local soup kitchen, quarterly. Guest speaker at Lowell City Hall March for Youth Awareness against overdose. Director CCF Ministries follow-up, Life Group Leader, Mentor