

Michael J Deleon

[1911 Pepperwood Ln. Houston, Texas 77084] [713-805-1555] [michaeljdelonsr@gmail.com]

Objective [To obtain a position with a company that offers growth and potential]

Experience

[Shipping Coordinator]

[January 2025- August 2025] [Waaree Solor], [Brookshire, Tx]

- Coordinate and plan the movement of goods, including scheduling deliveries and pickups.
- Monitor transportation costs and work to ensure the most efficient use of resources.
- Communicate with customers and carriers to ensure timely and accurate delivery.
- SAP transactions
- Daily cycle counts
- Inventory control

[Transportation Analyst]

[October 2020- July 2025] [Quietflex] [Houston, Tx]

- Coordinate and plan the movement of goods, including scheduling deliveries and pickups.
- Monitor transportation costs and work to ensure the most efficient use of resources.
- Communicate with customers and carriers to ensure timely and accurate delivery.
- Evaluate and select carriers based on criteria such as cost, reliability, and coverage areas.
- Troubleshoot transportation issues and resolve disputes with carriers or customers.
- Track shipments in real-time to identify potential delays and provide updates.

[Shipping Clerk]

[July 2018-July 2020] [Quietflex], [Houston, Tx]

- Preparing shipping reports and data spreadsheets of shipped goods
- Keep files of goods shipped
- Cycle Counts
- Printing shipping documents and cross-checking with the computer to ensure accuracy
- Schedule pickups with transportation companies and ensure goods are ready for dispatch
- Communicating with customers carriers and customer service

[Shipping Lead]

[June 2013 - 2020] [Foxconn], [Houston, Tx]

- Certified Forklift Operator
- Ensuring accuracy of shipments and inventory
- Used FedEx, WorldShip, and DHL to ship worldwide
- Ensuring accuracy of shipments and inventory
- Assists in boxing, crating and loading product as necessary
- Manage international shipping - coordinate documentation, commercial invoices, certificates of origin
- Prepare BOL, inspect order for correct routing, quantities, and destination
- Schedule trucks for LTL freight orders and ensure on time pickup and delivery

[Logistics Planner]

[October 2009- June 2013] [Q-Logic] [Houston, Tx]

- Coordinating transportation providers to ensure prompt and proper movement of shipments
- Track production levels and provide status updates through weekly reports
- Planning and managing inventory control
- Monitoring and evaluating the performance of transportation providers
- Maintaining accurate documentation and records of shipments, invoices, and other relevant information

Education

[Northbrook High School] [Houston, Tx]

- Graduate 2005
- General Studies/High School Diploma

[Lone Star College]

- Associates

Skills

Certified Forklift Operator, FedEx Ship Manager, UPS Worldship, SAP, Oracle E- Business Applications R12, Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Outlook, Mapics
