

Teddy Torres

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EXPERIENCE:

Electric AI - New York, NY

June 2023 - November 2023

Logistics Specialist

- Successfully established new process for product intake and data management resulting in streamlined operations that significantly increased overall productivity and reduced turnaround time.
- Implemented systematic laptop restoration and maintenance procedures that facilitated the timely delivery of reliable, high-performing devices to clients, ultimately enhancing customer satisfaction.
- Maintained accurate documentation of devices and services rendered within central database ensuring timely access to critical information contributing to the company's goal of seamless device provisioning.

FTB International Corporation - New York, NY

June 2018 – April 2023

Logistics Coordinator

- Manage US and International shipments by working closely with freight forwarders, customs brokers, warehouse and distribution centers to ensure secure and timely delivery of aerospace equipment
- Oversee and support supply chain and logistics operations including customs clearance are fully compliant with import and export regulations
- Communicate product and shipment details to Department of Homeland Security to coordinate deliveries between private and public airports worldwide
- Responsible for maintaining accurate inventory records of daily stock movement, on hand inventory, discrepancies, etc.; perform cycle counts

- Maintain proper flow of materials to support highest fill rate while maximizing the efficient processing of putaway and replenishment
- Load/unload materials from trucks, pallets, racks, and shelves by hand, forklift, and other material handling equipment; ability to lift minimum 50 lbs
- Prepare material and finished product (including palletizing, wrapping, and banding) for shipment to customers via carriers including UPS, FedEx, and DHL

Khing Jai, LLC - New York, NY

April 2016 - June 2018

Operations Manager

- Successfully managed and executed all special events, catering, and deliveries for six different food & beverage brands
- Identified opportunities to expand sales by recommending potential new products or logical replacements that offer value
- Provided clients with updates on daily processes, market fluctuations, and new seasonal items
- Managed revenue and cost details for orders and special events
- Developed plans for team efficiency including short term staffing plans and training of new employees

EDUCATION:

Mercy College - New York, NY

2012 to 2013

Bachelors Associate in Exercise Science

Finger Lakes Community

1999 to 2000

Graphic Art and Illustration

SKILLS:

- Proficient in Microsoft Office: Outlook, Word and Excel
- Fluent in English and Spanish