

# VALERIE GONZALES

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## HIGHLIGHT OF SKILLS

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- Logistics and Documentation Specialist with 21 years experience working in busy corporate office setting
- Able to work in a fast-paced, high stress environment and still be able to focus on ensuring that all details of transactions are accurate.
- Professional, clear communicator in person, phone and email.
- Computer skills in MS Word, MS Excel, MS Outlook, Order Management, AS400, SAP, Viking, and PeopleSoft.
- Bilingual, speaking fluent Spanish.
- Described as efficient, dependable, honest, thorough and as having a high attention to detail.

## PROFESSIONAL EXPERIENCE

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**JBS Corporate Offices**, Greeley, CO - **International Logistics Specialist** 12/02/1996 – 04/15//2018  
**Pilgrims Pride Corporation**, Greeley, CO – **Inventory and Distribution Planner** 04/16/2018 - Present  
**International Logistics Department**

- Confirming transactions, orders and account details with sales representatives in Korea, Taiwan, China, Japan, Thailand, and Hong Kong.
- Track and confirm new beef and pork sales in MS Word and MS Excel documents with corresponding sales order numbers.
- Investigate and problem solve if there were issues on an order in regards to documentation, pricing or health certifications.
- Communicate on an ongoing basis with production plants and offsite freezer locations.
- Document letters of credit based on the issuing bank advising to JBS Banks on timeliness and credit worthiness.
- Ensure that all details are documented in regards to wire transfers, bank collections, open terms, sight drafts and multiple purchase orders.
- Ensure no overage charges are applied and prepare monthly and annual expense documents.
- Release orders to plants once LC is reviewed and approved.
- Talk directly with foreign offices regarding issues with orders.
- Submit shipping instructions with steamship lines prior to the vessel sailing.
- File Electronic Export Information instructions of what we ship through AES Direct to comply with the U.S. Export laws and regulations.
- Prepare Export Certificate for Mexico and Asia hide loads to send to APHIS for signature.
- Receive booking requests from the sales team to provide the information to the shipping lines.
- Submit booking instructions to the shipping lines and finding the most reasonable rate for each lane.
- Receive booking confirmation from the shipping line for the customer to approve schedule.
- Worked closely with trucking companies to make sure reefer containers were picked up in a timely manner.

### **Inventory Department**

- Process all shipping and receiving transactions between production plants and external distribution network.
- Maintaining real time inventory accuracy and traceability between SAP and third part WMS systems.
- Partnering closely with other internal departments and external companies to ensure the timely and precise movement of stock transfers and sales orders.

- Invoicing external warehouses for damage claims and cycle count adjustments.
- Complete monthly inventory reconciliation reports.
- Review daily shortage reports to ensure that customer demand is covered.
- Provide daily product distribution plans to plants.
- Create purchase orders and stock transfers to maintain safety stock levels at external distribution center across the US.
- Review product allocation plans and shipping reports to ensure product is being shipped correctly and efficiently.