

Maria Torres
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Professional Experiences

Office Logistics Coordinator-Franklin, WI **Jan 2018 -**
Current
Snyder's Lance

- Schedule all inbound and outbound appointments for warehouse and plant using Oracle and Transportation Insight
- Respond to all transportation inquiries via phone calls, emails, and verbally from external and internal customers
- Obtain and track quotes for Less than Trailer Load (LTL) and Trailer Load (TL) shipments
- Prepare and audit Bol's for accurate loading and receiving of shipments
- Use performance improvement techniques to continually improve transportation services for customers
- Process and convert daily reports through Apex, Oracle using Microsoft programs
- Accountable for file maintenance for shipping and receiving documentation

Shipping Clerk-Franklin, WI **Oct 2017 - Dec 2017**
Snyder's Lance

- Ensure orders are picked, loaded, and shipped by ship dates from customers
- Confirm all reports and shipping documents are prepared delivered in an accurate and timely manner
- Delegate duties and equipment to warehouse staff
- Ensures that warehouse staff are adhering to safety policies when operating and maintaining orders and equipment
- Communicate with internal and external customers regarding on time shipping, receiving, or any discrepancies concerning shipments
- Support and lead achievement of department KPI's

Warehouse Operator-Franklin, WI **July 2017 - Oct 2017**
Snyder's Lance (Nissen Staffing Continuum)

- Licensed forklift operator
- Adheres to forklift policies and safety procedures before and after usage
- Receives, unloads incoming freight, and finished product to appropriate locations
- Pre inspects trailers before product is loaded

- Prepares paperwork, bill of lading for outbound shipments
- Assist in warehouse duties where support is required

Machine Operator
Milwaukee Journal Sentinel

Jan 2015 - Dec 2017

- Safely operate wide range of machinery and packaging equipment
- Adjusting machinery to emit quality product
- Keep equipment running smoothly with routine maintenance
- Assist other colleagues to maintain production flow
- Inputs data in system software to setup orders ready for shipment, (including during loading process)
- Communicate with managers, and other colleagues, through wireless radio frequency to distribute product in the most efficient way possible
- Sought out different departments to find solutions with problematic situations
- Ensure all equipment is properly maintained and operating efficiently notifying lead staff for issue resolution
- Maintains a calm and positive demeanor in times of distress
- Using operational knowledge of systems to solve problems that arise during the packaging process

Mailroom Clerk
Milwaukee Journal Sentinel

Nov 2012 - Dec 2014

- Inputs and retrieves data from online software to prepare product for distribution
- Operate shipping systems to prepare mail out packages for daily remittance information
- Evaluated product in a timely and orderly fashion to promote company cost savings
- Identified, developed and implemented strategic and logistical plans for receiving, sorting, and delivering mail
- Prepare work area, ensuring all necessary support equipment and materials, including labels, Machines, and other containers are in place
- Licensed forklift operator

Education

B.S.E.E - Electrical and Computer Engineering

WCTC - Waukesha, WI

Courses taken toward the Bachelor's degree