

# ISAIAS NAJAR

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## JOB OBJECTIVE

Motivated in Safety, Accounting, Production, Purchasing and Logistics Coordinator , seeking a full-time position that utilizes my skills and expertise. Assertive and enthusiastic, with extensive knowledge of lean manufacturing and continuous improvement principles with an unsurpassed worth ethic.

## SUMMARY OF QUALIFICATIONS

- Logistics Experience
- Shipping Experience
- Billing Experience
- Planning and Purchasing Experience
- Supervisor Experience
- Safety and First Aid certification
- CPR & First aid Certified
- Blood Pathogen trained
- Hazmat Certified
- Certified Forklift Operator
- Over 20 years of Customer Service Experience

- Proficient in the following software's, include but not limited to: Microsoft Word, Excel, PowerPoint, AS400, Peach tree, Quick books, Blue Cherry, Palmate and Omni.
- Assertive and enthusiastic, with extensive knowledge of lean manufacturing and continuous improvement principles with an unsurpassed worth ethic.
- Various Certificates of training-Including: Iso-14001 & TS 16949 Internal Auditor

## **PROFESSIONAL EXPERIENCE**

### **2017-Present**

#### **B&M Trucking and B&M Insulation, LLC- Broomfield, Co**

B&M Trucking Operates and Hauls different types of Materials including Highway and highway asphalt paving.

B&M Insulation-Does Commercial foam Pipe and Fiber glass insulation.

- I Lead the drivers and insulation Employees safety meetings as well as facilitating the testing.
- Responsible for entering all the data for Bids, Invoices, Journal Entry and pulling accounting reports.
- Payroll entering into system and Printing Checks for Employees Payroll and Accounts payable.
- Responsible for Purchasing and controlling Inventory for all Insulation Material and Outer and Inner Truck and Trailer Parts.
- Recorded and entered maintenance issues and into the VMRS Equipment File.
- Weekly entry of certified payroll for Different counties and for the Department of Transportation.
- Responsible for updating the Insurance, Workman's comp Certificates for all sub- contractors involved with the company.

**L&R PALLET, Denver CO****2009 - 2017**

L&R Pallet Service operates a state-of-the art pallet manufacturing and recycling facility with computer monitored pallet sort, repair, assembly and dismantling production lines.

**Safety | Billing | Order Entry | Freight | Purchasing Coordinator**

Starting as a Controller/ Safety Coordinator, several other duties were added due to being a natural leader, being responsive and proven to have consistent growth within current position. Additional duties included: Coordinate and arrange OTR Freight, provide stellar customer service, handle Accounts Receivable and Accounts Payable requests, hiring staff and translating English to Spanish for team meetings and Human resources.

- Extensive workers' compensation claim management experience
- Led commercial driver and production employee safety meetings as well as facilitated forklift testing.
- Purchased all raw materials and safety "PPE" for the production dept. as well as other office supplies requested by the company.
- Responsible for scheduling and arranging all OTR Freight shipments.
- Responsible for entering all the data for all invoices and pulling reports, Bank Deposits, Journal Entry from multiple accounting software's.
- Provided customer service by managing the fulfillment of all day to day customer orders.
- Updated and renewed information and pricing for current and new customers in the current software's: Peach tree, Quick books, and Palmate.
- Reviewed and processed all new hire applications as well as facilitate New Hire Orientation in English and Spanish.

**FRESH PRODUCE CLOTHING BOULDER, Boulder, CO 2008**

The company designs, makes, and markets women's and children's casual apparel and swimwear, as well as related accessories

**Warehouse Supervisor / Major Account Coordinator**

Supervised the day-to-day operations of the Warehouse department, including administrative and clerical functions, to ensure efficient operations and a safe working environment. Scheduled and monitored associate activities and equipment use to meet and exceed company objectives.

- Responsible for supervising and leading a team of 20 associates.
- Coordinated all EDI for major accounts including: Macy's, Nordstrom's, Nordstrom Rack, Von Maur, Disney, and Gottschalks.
- Responsible for Inventory Control of all raw materials in warehouse.
- Entered accounting details and miscellaneous data entry into Blue Cherry System software.
- Responsible for releasing, fulfilling and closing out daily customer orders

**BESTOP INC., Broomfield, CO****1987 - 2006**

The leading manufacturer of Soft Tops & Accessories for Jeep, plus Light Truck Accessories.

**Piece Parts, Returns, Customer Service and Logistics Coordinator**

Oversaw and facilitated the supply chain operations of the Departments.

- Responsible for supervising large groups of associates in addition to acting as MOD for various other teams.
- Participated and certified in various Continuous Learning and Improvement sessions, then taught the sessions to associates.
- Worked closely with Human Resources team and served as hiring coordinator, trainer and Safety Team member for dept. Also, served as a Spanish translator for all Spanish speaking new hires, companywide meetings and equipment trainings.
- Implemented processes that required the department to use the Kanban Methodology:
  - o Customer (downstream) processes withdraw items in the precise amounts specified by the Kanban:
  - o Supplier (upstream) produces items in the precise amounts and sequences specified by the Kanban.

- o No items are made or moved without a Kanban.
  - o A Kanban should accompany each item, every time.
  - o Defects and incorrect amounts are never sent to the next downstream process.
  - o The number of Kanban's is reduced carefully to lower inventories and to reveal problems
- Served as a member on the Annual Cost Savings board for over 5 years. Saved the company over \$3.5M during time served.
  - Managed and oversaw all quality control and inventories of piece parts and full component parts for multiple departments including Chrysler, GM and Aftermarket
  - Worked diligently to reduce customer returns and warranty shipments.
  - Scheduled daily quality jeep top fittings
  - Offered priority customer service to clients to resolve concerns of installation and fitting issues with the products.
  - Process daily shipments using multiple delivery companies such as FedEx, UPS, and other commercial Freight Companies.
  - Assisted in reproduction of patterns due to poor quality. Reproduction of patterns was also due to the restructuring of blue prints for hardware; this caused a loose fit in the manufacturing of the soft top products.