

Personal engagement and my dedication to your mission statement is the key, and I will bring a healthy dose of it with me to your job site daily. Your company policies and best practices combined with my ability to assimilate quickly, and probe my trustworthiness, will allow my work ethic to stand apart from other candidates. I have worked very hard to gain and shape my professional skill-sets to make me an asset to your company. I maintain a high level of discretion and confidentiality in all things; I also understand and value my fiduciary responsibilities and how they affect those around me. Additionally, my international management experience has sharpened my ability to navigate cross-culturally, which serves me quite well.

Very much at home using technology or a broom to keep organized; I am a self-starting and creative asset with a gift for planning. I have used many different systems for inventory, purchasing, vendor management, freight, and express shipments. Fortunately, I can reflect on my past facilities management experiences with large organizations, warehouses, the UPS Store, and shipping facilities. There is no assignment too small or too challenging for my attention.

I've managed and facilitated multiple aspects of various products and their lifecycles, from conception and sourcing through to product implementation and distribution. Serving as a "Hands-On" active mobile link between production, purchasing, sales, and marketing, while coordinating and maintaining an organized warehouse and logistics foundation.

While working with marketing teams I drove resolutions for advertising campaigns and coordinated international logistics for improvements in shipping, attesting to my collaboration abilities. I led teams and planning summits that insured allocation initiatives were met and presented forecasts to the investors and key stakeholders. I worked with buyers and vendors to define project scopes and tracked and managed production schedules and timelines that help streamline logistics.

SELF-STARTER: As an integral player in Kaiser Permanente's supply chain management system "OneLink," I was directly involved with inventory management for all products and wares that entered the hospitals, which required the creation of countless new SKU numbers and Asset Management tags. Utilizing the proprietary T6 Crash-Cart technology that I created during a prior healthcare project allowed me to build an instantaneous infrastructure, providing the means to report out on vital inventory and logistics information.

EMERGENCY READY: All I can say here is, life happens. There can hardly be a value placed on having a seasoned emergency professional at your side when it matters most. I am field and situation tested in a multitude of conditions. Fire situations, major power outages, large-scale sewage back-ups, injuries, and death. I have seen many cases through to a peaceful and secure outcome. I am often the on-call emergency responder for locations.

Composed and genuine in my approach to responsibilities, I am morally balanced and trustworthy. I view collaborative work as an art form, and I am the artist. Sculpting relationships and molding productive environments takes a sensitive and steady hand. I am not afraid of committing, rolling up my sleeves, and facing challenging situations. As your dedicated logistics and facilities professional, I am ready to serve and assist you wherever needed.

In addition to my industry-based skills, I am passionate about my creative and ethical responsibilities to those around me. I always show vendors, suppliers, teammates, and clients the highest degree of care and hospitality. A few of my trusted tools are empathy, observation, and listening. Pride of ownership, along with my strong core values, aid me in assessing a

canvas before I embark on applying my craft, thus, painting a masterwork of collaboration and professional quality. I have also coordinated some remarkable changes that support humanitarian programs and corporate responsibility for which I am especially proud. I would very much like to have an opportunity to share my experiences with you while learning from you and your team.

I look forward to finding new ways to exceed your expectations. For your reference, please see my contribution highlights listed below.

Contribution Highlights:

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| 1) ADMINISTRATIVE RELATIONS | (detailed below) |
| 2) INVENTORY MANAGEMENT | (detailed below) |
| 3) FACILITIES COORDINATION | (detailed below) |
| 4) STAFF RELATIONS | (detailed below) |
| 5) FURTHER ADVANTAGES | (detailed below) |
| 6) CURRENTLY PURSUING | (detailed below) |

1) ADMINISTRATIVE RELATIONS

- Maintained fire safety equipment.
- Maintained files, records, lease agreements, work orders, vendor contracts, and other documents.
- Managed the day-to-day administration of the shipping office: ensure the office is clean, professional, stocked and well organized.
- Answered telephones. Sorted, distributed, open and answer mail/email.
- Responded promptly to customer and vendor complaints and incident reports.
- Created file logs and incident reports.
- Exhibited sensitivity and empathy regarding varying cultural backgrounds, and to those with special needs.
- Responsible for the inventory and ordering of supplies and equipment.
- Coordinated maintenance repair documents, generated and filed completed work orders, and departmental/tenant follow-ups, when appropriate.
- Entered discrepancies into Systems.
- Managed petty cash and physically made bank deposits.
- Reviewed, approved, and coordinated approvals for emergency expenditures within specified budgetary guidelines.
- Designed marketing materials and produced Labels.
- Organize files and electronic data.
- Monitored department compliance with contracts, including conducting regular file audits.
- Created interactive finance modules that track expected and unexpected expenses.
- Developed expense modules that allow my clients a professional overview.
- Developed and coordinated action plans that assured prompt shipments.
- Maintained the allocation of UPCs.
- Processed internal and external orders.
- Managed logistics and relations for emergencies (fires and injuries).
- Managed and presented the OTB report to the teams.
- Prepared documents and presented to key stakeholders on progress towards strategic goals.
- Presented products at events and shows, and I designed the staging and made sales.
- Developed forecasts and approved lifecycle plans including promotional markdown.
- Coordinated international orders with vendors and production facilities.
- Drove 30% margin increase by leading a returns project that changed returned goods from a loss to an advantage.

- ❑ Responsible for updating and maintaining project management status and files, as well as updating project tasks and outcomes into management systems.
- ❑ Produced standards and ad hoc reports for management and executive stakeholders.
- ❑ Prepared and managed subdivision open-to-buy ensuring optimal performance achieved by month, quarter and season, while managing to planned goals.
- ❑ Developed seasonal transition targets and strategies for their assigned area. Updated monthly tracking to desired transitional targets to ensure seasonal transition targets were achieved.
- ❑ Drove results through collaboration with the project teams in all facets of product assortment, financial planning, and vendor partnerships in accordance with the sales margin, turnover and flow goals of the equipment division.
- ❑ Designed automated master purchase orders, and provisions of master order details.
- ❑ Scouted and tracked domestic and international trends and fads. Mapped appropriate marketing plans and strategies thereto.
- ❑ Led production and quality control excursions to the facilities of international manufacturers.
- ❑ Maximized the effectiveness of the purchasing group, which helped to achieve greater international sales, profits and market share objectives.
- ❑ Attended and participated in professional activities, meetings, organizations, regulatory agency meetings, and inspections, as needed.
- ❑ Orchestrated special initiative food drive events.
- ❑ Championed cultural differences and paved the way towards improved relations.
- ❑ Managed permits and city business errands and tasks.
- ❑ Attended neighborhood meetings and events to solidify community popularity.
- ❑ Organized community engagement events to solicit community input on projects.
- ❑ Designed and coordinated social and PR events.
- ❑ Coordinated development activities with all community stakeholders, development partners, design professionals, and contractors.
- ❑ Attended tenant meetings and special events to promote strong community relations.
- ❑ Fulfilled extra responsibilities whenever there were gaps in staffing.

2) INVENTORY MANAGEMENT

- ❑ Received and tagged new inventory items, products, spare parts, and assets.
- ❑ Cataloged items.
- ❑ Ensured SOP and corporate best practices.
- ❑ Pulled items for shipping.
- ❑ Completed packing lists.
- ❑ Packed and shipped Items.
- ❑ Allocated tracking numbers for orders and shipments.
- ❑ Issued and assigned UPCs.
- ❑ Issued and assigned new SKU numbers.
- ❑ Available for after hour calls with shipping partners as needed.
- ❑ Coordinated air and ocean shipments.
- ❑ Collaborated with all carriers and forwarders (ocean, air, and 3PL) to reach timely on budget delivery targets.
- ❑ On call for after hour inquiries from shipping partners when necessary.
- ❑ Managed and coordinated delivery and loading docks.
- ❑ Coordinated temporary staff when needed.
- ❑ Monitored and maintained shipment data for container utilization and on-time performance.
- ❑ Monitored and reported fluctuations in volume forecasting.
- ❑ Improved international customer service operations by 60% with the introduction of pictograms to all related product development and merchandising project activities including monitoring and tracking OTB, timing, and execution of purchase order management, including the creation of master purchase orders, and provisions of master order details.

- ❑ Developed logistics for shipping within 13 European countries.
- ❑ Assisted with stock strategies and exit strategies to maximize profitability.
- ❑ Created assortment plans with buyers, associate buyers, and other project team members.
- ❑ Developed bottom-up key items' plans, provided input to assortment plans prepared by the buyers and reconciled item plans, merchandise financial plans, and assortment plans.
- ❑ Drove pre-, in-, and post-season analysis, while identifying opportunities and risks.
- ❑ Prepared and analyzed vendor profitability, SKU productivity and key item performance to maximize sales and minimize risks.
- ❑ Supported buyers in the execution of all related merchandising activities including monitoring and tracking OTB, timing, and implementation of purchase order management.

3) FACILITIES COORDINATION

- ❑ Managed facility operations, inspections.
- ❑ Collaborated with the appropriate team in the development of warehouse related maintenance and infrastructure upgrades.
- ❑ Cleaned and stocked.
- ❑ Audited shipping materials and make necessary purchases.
- ❑ Conducted OSHA related safety meetings.
- ❑ Analyzed bid packets for tools and machinery and recommended contractors, for existing assets in coordination with asset management.
- ❑ Monitored and reported out on progress summaries of logistic activities to management.
- ❑ Negotiated and monitored the status of professional service agreements and contracts, reporting variations or discrepancies to management.
- ❑ Tracked and logged visitors.
- ❑ Organized inventory and warehouse collaterals, files, and electronic data.
- ❑ Ensured safe operations and health and safety in and around work areas.

4) STAFF & VENDOR RELATIONS

- ❑ Managed warehouse and logistics staff.
- ❑ Hired, trained, supervised, and motivated office and facilities staff.
- ❑ Hired, managed and coordinated the security teams for the buildings and properties.
- ❑ Directly supervised clerks and temps.
- ❑ Coordinated recruiting and hiring for vacant positions.
- ❑ Approved timesheets and expenses.
- ❑ Prepared employee evaluations and recommendations for discipline and promotions.
- ❑ Sourced and managed vendors.
- ❑ Managed vendor data.
- ❑ Processed and coordinated vendor payments and discrepancies.

5) FURTHER ADVANTAGES

- ❑ California Notary.
- ❑ Emergency ready.
- ❑ Mobile and available to travel.
- ❑ I possess a transport vehicle for specialized tasks.
- ❑ I possess tools and equipment for maintenance and repair tasks.
- ❑ I have a pool of contractors and vendors to help out when needed.
- ❑ Flexible compensation paths: fulltime on W2, or 1099 contractor, or direct billing or through a staffing agency.

6) CURRENTLY PURSUING (for 2019)

Spanish Language.