

EMILY J. GEIMER

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SUMMARY:

Seeking a position in the logistics/supply chain sector with a company who values integrity, professionalism, dedication, and career advancement. Past experiences include military logistics & operations, TL & LTL shipping, logistics coordinating, and inventory management.

PROFESSIONAL EXPERIENCE:

November 2007-Present

NAL Worldwide, LLC

Fort Wayne, IN

Logistics Coordinator

- Facilitate daily order registration and nationwide delivery of customer product
- Successfully lead project rollout for national telecommunications company, covering various East Coast markets in the U.S. Provided supply chain and project management aspects to include:
 - Designated point of contact to ensure compliance with customer requirements
 - Coordinated daily warehousing and delivery of customer product across multiple locations
 - Lead daily conference calls with various parties to discuss short term and long term goals and objectives
 - Successfully managed customer inventory across multiple locations to prevent discrepancies and ensure inventory accuracy and availability
 - Assisted in efforts to consistently achieve target goals for each phase of the project and mitigated risks

Inventory Control

- Responsible for inventory control and management of customer product located in 50 warehouses across U.S. and Canada
- Resolve inventory discrepancies to ensure compliance with customer reporting requirements
 - Management of bi-weekly physical inventory counts
 - Management of weekly cycle counts
- Report monthly to internal management and customer on inventory levels and activity, including compliance of the Sarbanes-Oxley Act
- Successfully created and implemented OS&D (overage, shortage, damage) inventory procedures in 50 warehouses to ensure integrity of customer inventory

January 2006 – November 2007

TransWorks, Inc

Fort Wayne, IN

Customer Support

- Provide daily oversight to multiple TL clients utilizing TMS application
 - Solid understanding of TMS and EDI applications
 - Business Objects experience
- Host training sessions for TMS clients and their TL carriers upon initial implementation, product upgrades, and on as-needed basis
- Conduct bi-weekly conference calls with clients to discuss both tactical and strategic business plans
- Responsible for initiating and maintaining superior relationships with TMS clients to ensure high satisfaction levels

- Report to management pertaining to client concerns and recommend actions to improve/maintain the relationship and satisfaction of client base

Sales/Marketing Analyst

- Responsible for daily research and prospecting of potential clients
- Traveled extensively to various prospects to demonstrate TMS capabilities and discuss business needs of prospective client
- Strategically planned and managed various client accounts from initial contact through contractual agreement

April 2001 – April 2007

Indiana Air National Guard

Fort Wayne, IN

Traffic Management Specialist

- Coordinate national and international logistical operations for both cargo and military personnel, including base wide deployment-readiness drills
 - Responsible for creating war-like scenarios and managing success of logistical readiness efforts
 - Worked closely with senior USAF sergeants and officers to ensure logistics regulations were adhered to
- Certify HAZMAT cargo to be transported both domestically and internationally via truck, air, and ocean transport
- Inspect and facilitate movement of cargo prior to scheduled military deployments
 - Designated point of contact for passenger travel activities and loading of military cargo according to U.S. Government regulations
 - Lead informative sessions with military personnel prior to deployments to outline requirements of passenger travel according to U.S. Government regulations
- Maintain constant supervision of multiple members of the Traffic Management staff
- Voluntarily traveled to Ramstein AFB, Germany to gain greater experience in passenger travel and military family relocation activities
- Certification in HAZMAT transport; inactive U.S. Security Clearance

EDUCATION:

M.B.A., Master of Business Administration (2008)
 B.S., Bachelor of Science, General Studies/Economics (2005)
 Associates, Logistics (2005)

Indiana University – Fort Wayne, IN
 Indiana University – Fort Wayne, IN
 Community College of the Air Force

AFFILIATIONS:

APICS, Indiana Chapter
 Indiana University Alumni Association
 United States Veteran

References available upon request