

# 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