

# Kyle Clark

## **Logistics Specialist**

Georgetown, TX 78626

[kylescottclark@yahoo.com](mailto:kylescottclark@yahoo.com)

(512) 521-8891

Authorized to work in the US for any employer

## Work Experience

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### **Shipping and Receiving Administrator**

etech-Web - Round Rock, TX

May 2017 to Present

Set up jobs to be completed by technicians; Assisted technicians in disassembly and reassembly; Provide customer service through email and phone correspondence; Shipped and received products; Took x-ray images; Identified issues and assisted in courses to be set to solve them; Removed BGAs on SRT rework machine; Used Quickbooks/Outlook/CRM/Excel

### **Merchandise Pickup/Receiving Associate**

CARING PLACE - Georgetown, TX

November 2016 to May 2017

Assist in the sort and storage of merchandise; Occasionally drove truck for donation pick ups; Picked up furniture from homes to deliver back at warehouse; Moved and assembled furniture for showroom; Assisted customers in loading/unloading vehicles

### **Shipping Coordinator**

NextDesk - Pflugerville, TX

October 2015 to November 2016

Create Export documentation for orders received online; Provide cost estimates to customers and sales team; Insure that all government regulations are followed; Prepare shipping documents for LTL shipments; Checked accuracy of all shipments leaving; Inventory Counts; Investigated missing items and packages and filed claims as needed

### **Warehouse Manager**

Capitol Bearing Service - Round Rock, TX

March 2013 to October 2015

Trained and lead a team of 5 hydraulic technicians; Organized and kept warehouse clean and efficient; Oversaw inventory (Cycle counts, transfers, updating inventory as sold/lost); Worked as liaison between warehouse and management; Repaired hydraulic hoses, fire hoses, suction hoses and various plumbing related pipes and valves; Rotated stock; Shipped/Received large amount of product daily Provided customer service and gave a great customer experience at all times; Forklift used daily

### **Shipping Supervisor**

Syndicate Technology - Hutto, TX

January 2010 to March 2013

Oversaw shipping of computer parts; Purchased parts under supervision of manger/owner; Established relationships with venders and customers; Controlled expenses for products purchased and used; Packed, shipped, and received product; Sorted and created locations for incoming product; Helped create inventory system with owner; Provided quality feedback on stock that was moving and not moving; Answered customer emails and resolved issues daily; Handled international shipping paperwork (Commercial Invoices, NAFTA, SED); Assisted in the clean up and daily operation of all aspects of business

### **Sales Associate**

Kitchen Collection at Round Rock Outlets - Round Rock, TX  
June 2007 to December 2009

Sold and up-sold small kitchen appliances; Handled cash; Assisted with inventory; provided customers with great service/assistance; Handled customer issues by phone and in person

## Education

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### **High school or equivalent in High School**

Georgetown High School - Georgetown, TX  
2004 to 2008

## Skills

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Microsoft Office (6 years), Excel (3 years), Logistics Management (5 years), Warehouse Management (5 years), Forklift Operator (2 years), Oracle (2 years), Microsoft Dynamics Great Plains (3 years), Purchasing (3 years), Inventory Control (5 years), Customer Service (5 years), Sales (1 year), Training & Development (3 years), Hydraulics (2 years), Shipping And Receiving (5 years), Quickbooks (1 year), BGA Removal (1 year), CRM (2 years)

## Certifications/Licenses

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### **Hydraulics Certification**

March 2015 to March 2016

### **Supply Chain Dillpoma**

August 2015 to Present

## Additional Information

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### Other experience

Assisted at nursing homes with cleaning, activities and talking to elders, Worked in parents advertising business for 2-3 years this also includes experience with vending machines and setting up manufacturing with companies, Provided computer repairs and Audio/Visual set up locally as hobby/side gig.