

EDDY B. YMERI

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SUMMARY STRENGTHS & SKILLS: Bilingual English / Spanish, Customer Service, Account Manager. Over 10 years of experience as a Production Manager, Supervisor, Inventory Control, Government Regulations, Accounting duties, Exporting and Importing Air, Ground and Ocean, knowledge of FDA, OSHA, IATA, GMP regulations; Freight Quotes, Logistics; certify for HAZARD MATERIALS, Fork lift; also proficient in Word, Excel, Power point, Adobe.

EDUCATION

1978 - 1981 ENCCC, Bachelor Accounting, GUATEMALA, GUATEMALA CITY

1984 - 1986 HARRY TRUMAN COLLEGE, English, CHICAGO, IL

J.D. HONIGBERG INTERNATIONAL

September 2013 – September 2016

Export Company, Deerfield, IL

Export Logistics Coordinator: Coordinate shipments from manufacturers in the United States territory, including Medical, Construction, Office, Hotel and Food display equipment, Kitchen and cooking utensils. This position requires preparation of export documentation, establishing the logistics between factories and forwarders agents; providing the most effective and economical mode of transportation, includes the constant coordination with production planning from factories.

- Internal customer service & account manager
- Generate Invoices
- Handle customer claims in cooperation with factories
- Responsible for billing validation and approval
- Monitor and track deliveries to ensure customer satisfaction
- Responsible for informing Sales Order representative progress of orders
- Update necessary information in to the system (SALESPAD)
- Support customers with proper documentation
- Manage customer orders with factory inventory
- Obtained quotes for air, ocean, and ground services
- Coordinate the Logistics of orders.

- Recalls and manage returns.
- Maintain customer requirements as need it.

SIEMENS MEDICAL SOLUTIONS

May 2008 – September 2013

Ultrasound Division, Buffalo Grove, IL

Logistics Coordinator: Responsible to coordinate the logistics of Ultrasound Equipment by Air, Ocean and Ground. The success of this operation is base on arranging freight rates and lower quotes, understanding the customer guide lines and **Letter of Credit**, highly organize and multi-task attitude; also preparation of Invoices, SLI, Packing List.

- Accommodate **INCOTERMS** according to contract
- Arrange and coordinate containerized Ocean shipments
- Coordinate the Wood Crating of systems
- Work with Order Management the Logistics according to customer needs
- Monitor the specific requirements depending on the country of delivery
- Contact carriers for daily pick up activity
- Prepare shipments of parts around the world
- Monitor crew for crating and packing systems and parts
- Entry of daily shipments in **SAP system**
- Create daily report for shipments, spread sheet format
- Processing and creating licenses per systems format

GFX INTERNATIONAL

March 2006 – September 2007

Printing Company, Grayslake, IL

Swing Shift Shipping Supervisor: Responsible for the shipment of printing material for indoors and outdoors. This operation was base on specific dates from customers to ship and deliver at specific dates the material for advertisement.

- Prepare samples to be exported
- Prepared Bill of Landings, Packing List, Labels and Specific Information for Customers
- Organize shipments to vendors to fulfill future orders
- Entry and deduction of inventory control using **FilePro system**
- Work with Customer Services to meet customer specifications
- Supervising shipping crew
- Receiving

SYMRISE INC. (Formerly Harmman & Reimer) March 2001 – December 2005

Food Industry, Skokie, IL

Shipping/Receiving Supervisor, Logistics: Responsible for the activities at the warehouse this operation was based on the food industry control by **OSHA, FDA**, shipping full containers via Ground.

- Responsible to prepare Hazardous Forms
- Logistic control of incoming and outgoing raw materials
- Prepared work schedules, organized crew for daily activity to allocate resources
- Ensure all chemistry data and samples are submitted to Senior Scientist for review
- Responsible of assigning internal LOT numbers to incoming raw materials and accurate inventory
- Responsible for taking samples of raw materials and documented proper information
- Organized warehouse to meet **GMP** and **AIB** guidelines and sanitation
- Documented **C. of A., MSDS** and Bill of Landings
- Entered inventory using **ASAP, HRP, and SAP/3** production systems
- Tracked lot numbers via excel spreadsheets, analytical reports, and production reports
- Monitored temperature control of freezer and cooler to insure **HACCP** and **FIFO**
- Dealt with mock recalls

I.F.F., INC. (Formerly Bush Boake & Allen, Inc.) October 1993 – March 2001

Quimical Company, Chicago, IL

Labeling/Export Shipping Clerk/Compounder: Responsible for shipping finish formulas via Air, Ocean, and Ground. This operation also required a **Certify Inspector** for some materials depending of the consignee destination country prior for shipment. Prepare **SLI, Hazardous forms** for air and ocean, **Certificate of Origin, MSDS, Invoices**.

- Perform preparation of substance dosage solutions ensure preparation procedures and calculations are standardized
- Using **FRICA SYSTEM**, to manufacture formulation
- Ensure the documentation for the use of all test or substances are consistent and correct
- Contact Customer Service and arrange Inspections for specific shipments
- Contact carriers to provide the right size container for ocean shipments and provide all the documentation need it to move the shipment
- Completed hazard and non-hazard documents, dock receipts, export declarations, packing list, Bill of landings

- Follow IATA, ICAO, DOT, OSHA, ISO9000, guide lines
- Assisted with customer service and shipping department using UPS, FEDEX and AIRBORNE
- Reported inventory using **AS400** and **ERP** systems, converting from U.S. to metric system