

**IIS MARCUM**  
**19222 Lauren Lane**  
**Santa Clarita, CA 91350**  
**(747)- 220- 9188**  
[IIS\\_MARCUM@YAHOO.COM](mailto:IIS_MARCUM@YAHOO.COM)

**EDUCATION:**

B.S. Public Relation University of Yapari-STBA, Bandung, Indonesia  
Associate Textile and Garment Program, Institute of Technology Textiles, Bandung, Indonesia

**WORK EXPERIENCE:**

**Logistics Coordinator (International-Domestic)**

**Medical Breakthrough® Sep 2020 - Present**

- Coordinated handle multiple tasks, managed tight deadlines, and solved unexpected issues during the supply chain process, executed shipments, and managed ETAs of incoming inventory while ensuring timely product availability
- Improved efficiency and reduced cost, analyzed data to identify trendy and problem solving and make strategy decisions with freight forwarders, warehouses, and customs brokers
- Streamlined order handling, coordinate transportation and inventory management
- Expertise in cross-border logistics & compliance, including INCOTERMS, Importer Security Filing (ISF), Harmonized Tariff Schedule (HTS) classification, and customs documentation.
- Monitored inventory levels, analyze sell-through rates, and managed forecasting to maintain optimal stock availability in 3PL warehouses
- Experienced with Shopify, Affirm, ShipStation, FBA, and other eCommerce logistics platforms
- Provided assistance to customer support, sales management team members and executives as needed
- Ability to work independently in a fast-paced and dynamic remote environment
- Compiled daily lists of leads and delegating them to sales team associates

**Quality Control Coordinator Specialist-Tellico Company 2008 - 2020**

- Performed quality inspection in manufacturing chrome photomask blanks, and glass substrates (semiconductor, specialized in custom photo plates, micro fluid, holographic industries and Nano fabrication)
- Interpreted data and analyze results in order to exceed the company target and information and recommendations for improvement
- Escalated issues encountered related to data/reports as soon as they become apparent, while providing viable solutions and options to address these challenges
- Experience with 1st Article and PPAP (Production Part Approval Process) creation, generating reports, and engaging with customers and production to process quality workflow to boost efficiency to meet a specific key performance.
- Demonstrated expertise in Root Cause and Corrective Actions (RCCA) processes, including non-conformance reporting.
- Calibrated equipments to configure role based on reports, dashboards, dimensions and data visualizations
- Performed in quality assurance to ensure the production meets all compliance requirements
- Developed documentation for QA acceptance criteria and workmanship standards
- Released certification of compliance documents

**Documentation Specialist PureTek Corporation 2005 - 2008**

- Managed and ensured the accuracy and accessibility of a company's digital and physical documents, often creating systems for storage, retrieval, and compliance with regulations.
- Ensured that documents comply with company policies, legal regulations, and industry standards, updated documentation and procedures accordingly.
- Scheduled plan for daily issuance of liquid and solid master formula to production
- Reviewed product manufacturing specification, raw material specification, standard operating procedure and laboratory Specification
- Calculated of coloring raw material and active ingredient of assay ratio
- Conducted research on ingredient disclose, certificate of analyst and MSDS
- Collected and managed all sample data (QA, QC and Manufacturing) into a specific database including deviation reports (Non Conforming Reports)
- Assisted in production processing according to specifications and established procedures
- Coordinated ties with support group a such R&D, regulatory, QC/QA, marketing and manufacturing

**Importing Coordinator Retail Manager Batavia Designs 2003 - 2005**

- Conducted all operational requirements of a clothing import retail business
- Assisted in the establishment of an offshore clothing manufacturing operation
- Maintained all necessary logistics and documentation vendor relation and negotiations in importing clothing, textiles, gifts and jewelry
- Reviewed and monitored fit of all garments and ensured product execution meets to design aesthetic as well as commercially acceptable quality standards
- Assisted in the analysis of store reports, including the stockroom and sales floor.
- Assisted in the management of cashiering activities to ensure all company cash handling practices and guidelines were followed.
- Monitored in inventory management, forecasting, merchandising, or a similar role in a retail or e-commerce environment
- Managed oversees store' operations and employees to provide quality customer service