

Luis J. De Jesús Rivera  
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(787) 901- 4383; (787) 602-4055

May 7<sup>th</sup>, 2015

Dear Hiring Manager:

I'm available for employment immediately. I feel comfortable with traveling for any feasible opportunity. My work experience and current studies in-progress makes me an excellent candidate to be of service in most functional areas. My college studies take place in a full-time-work friendly environment for it's flexibility and accessibility.

With Fastenal Company I served as a supplier in the supply chain of my assigned territory customers. Planning requirements of materials for MRO and direct materials was done as part of our normal operations. Also: sourcing, buying, managing manufacturer relationships, verifying BOM's per orders, quality and certification of compliance, SOP's for controls and more.

My mechanical engineering technology education and experience is also well suited for lean and precise work in a pharmaceutical, biomedical or other manufacturing environment. I created various kaizens and modified equipment. Also have participated in remove-and-replace tasks. I'm detail oriented bringing sought after quality often.

You can see more of my qualifications on my LinkedIn profile. I really look forward to this opportunity. In lieu of my (in-progress) bachelor degree, what I offer is a well-rounded experience and service in-sync with my pursuit of formal education. You can provide me the opportunity. Let's do so.

Yours truly,

Luis De Jesús

Attached: Copy of my résumé.

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### OBJECTIVE

Receive the opportunity to work as soon as possible. Stay in-sync towards my goals within a promising career opportunity.

### SUMMARY

For the past six years I've developed and executed a book of business in a territory assigned. Demonstrating excellence in business-to-business customer focused service. Implemented value added services, i.e., costs savings, vending systems. Mentored and trained others. Lead all aspects of running a small business of MRO and direct materials. Formally trained in industrial maintenance, I practiced in a discontinuous span of six years, servicing with outstanding and high quality results and products. Currently pursuing career formalization towards a short term goal for my B.B.A and C.A.P.M.

### EDUCATION

Universidad del Este, Santa Isabel, PR

Bachelor in Business Administration, Management, AHORA Program

October 2014 – present (completion expected by December 2016)

International Institute for Learning, Inc.

CAPM Edge On-Demand – 24 PDU's toward PMI's Certified Associate in Project Management (CAPM)® certification exam.

2015

Technological Institute of Puerto Rico, Guayama, PR

Associate Degree of Mechanical Engineering - Industrial Maintenance, specialized in Tool Making/ Machining.

August 2003- December 2005

### WORK EXPERIENCE

Fastenal Company

Outside Sales Representative/ Support, General Branch Manager, Account Specialist

Sustained a clean driving record with no accidents. Practiced integrity and professionalism in all aspects of the business. Excellent written and oral communication skills in email, proposals, RFQ's and more. Effective problem solving ability and dedication. Learned and performed multiple tasks in a fast paced, dynamic team environment. Imperative time management and organizational discipline. Keen attention to detail and a sense of urgency. Performed but, not limited to: Procurement, Accounts Payables, Accounts Receivables, Materials Handling, Logistics, Planning, Implementation and more.

March 2009- March 2015

Bermudez & Longo,

Ball Aluminum Cans,

Procter & Gamble

Industrial Maintenance, Tool & Die Maker.

Removal of old equipment and installation of new one. Tooling maintenance. Maintenance of production lines. Operation of turns (lathes), millings, grinders and various Machine Shop equipment. Develop and fabricate new ideas to make the production time more safe and profitable. Cross-functional teamwork on a daily basis. Little or no supervision and constantly under pressure.

September 2002- January 2008

### SKILLS

FULLY BILINGUAL (Spanish- English), MACHINE SHOP PRACTICAL KNOWLEDGE, ABILITIES TO WORK IN CROSS FUNCTIONAL TEAMS, PROJECT MANAGEMENT METHODOLOGY STUDENT (PMI) (C.A.P.M. PURSUANT), STABLE UNDER PRESSURE, LEAN SIX SIGMA BASICS, LEADERSHIP SKILLS, WRITTEN REPORT SKILLS, EXCELLENT ORAL COMMUNICATION, MS OFFICE TOOLS, QUICK LEARN.

Attached to: Cover Letter