

Pedro Garcia Ruiz

Administrative Auxiliar III

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To obtain a job where I can expand my knowledge, acquire new skills and perform my abilities for the company's benefit and my professional development.

Authorized to work in the US for any employer

WORK EXPERIENCE

Administrative Auxiliar III

Puerto Rico Aviation Maintenance Institute - Ceiba, Puerto Rico, US - September 2014 to December 2014

Ceiba, Puerto Rico

- ◆ Maintain day to day operations of the campus including, locating outside contractors and vendor as needed.
- ◆ Data entry and assist in various other duties as assigned.
- ◆ Collaborate with intern Director, parents, and staff to create an enhanced learning environment.
- ◆ Observe in classrooms. Evaluate to implement policies and procedures.
- ◆ Identify trends and issues in student's development, teaching and compliance issues to avoid negative impact on the school or the families served.
- ◆ Promote and increase enrollment.
- ◆ Correspond with parents and board to ensure proper communication among everyone.
- ◆ Procure office equipment and supplies, aviation parts as needed from vendors and suppliers.
- ◆ Purchase new or additional stock, or prepare documents that provide for such purchases.
- ◆ Work with vendors to identify appropriate supply and price.
- ◆ Deliver invoices and distributed properly, distributed to A/P and copies filed.
- ◆ Coordinated inbound/outbound deliveries with UPS, Island Wide, FedEx and external carrier.
- ◆ Strong customer service skills.
- ◆ Communicates effectively both orally and writing.
- ◆ Proficient in Microsoft Office Suite.

Associate Import/Export Analyst

Medtronic Puerto Rico Operation - Juncos, Puerto Rico, US - August 2008 to August 2011

Juncos, Puerto Rico

- ◆ Assure the integrity and accuracy for shipping transactions activities in JD & SAP or any other related inventory management system.
- ◆ Responsible for all the SAP transactions management and for all international, domestic shipments documentation.
- ◆ Coordinate the QTR Cycle Counts program at FG to assure 100% inventory accuracy.
- ◆ Perform root-cause analysis for inventory discrepancies and assure the implementation of corrective and preventive actions.
- ◆ Support cost savings initiatives; coordinate with planning group to make the appropriate arrangements for carriers based on delivery requirements.

- ◆ Monitor, audit and report to Transportation Team if any damaged in transit shipment is found and require corrective actions.
- ◆ Responsible to provide, schedule, confirm, submit training plan & SAP training to new employees as require, resolve and maintain SAP block order reports.
- ◆ Provided guidance, support, and direction to other employees in the performance of all duties.
- ◆ Trained others on operation of forklift trucks with emphasis on safety measures.
- ◆ Assist Distribution Manager to conduct performance reviews of all warehouse personnel.
- ◆ Responsible for quality control to ensure that no damaged product is sent out or damaged raw material is accepted in.
- ◆ Purchase new or additional stock, or prepare documents that provide for such purchases.
- ◆ Work with vendors to identify appropriate supply and price.
- ◆ Deliver invoices and distributed properly, distributed to corporate A/P and copies filed.
- ◆ Generate work orders and create PM's as directed by the Maintenance Manager.
- ◆ Establish procedures for managing repair parts, work with purchasing and vendors to arrange repairs.
- ◆ Implement Damage in-transit standard operating procedure for Medtronic Juncos.
- ◆ Coordinated deliveries with UPS, FedEx and external carrier.
- ◆ Strong customer service skills.
- ◆ Interact and coordinate with Quality, Engineering and Manufacturing for New Products Launch.
- ◆ Implement U-Ship, Medtronic's new shipping memos software.
- ◆ Reconciles supplier issues and monitor supplier corrective actions thru the CAPA system.
- ◆ Perform other duties, projects and assignments as required.

Shipping/Receiving Clerk

Medtronic Puerto Rico Operation - Juncos, Puerto Rico, US - April 2005 to August 2008

Juncos, Puerto Rico

- ◆ Responsible for routine picking, receiving, shipping and packing functions in accordance with established work processes to distribution centers.
- ◆ Optimally resolve receiving, dispatch and delivery issues.
- ◆ Maintain and schedule Cycle Counts.
- ◆ Send daily shipping alerts to customer trace and log daily shipments, also maintain shipping records.
- ◆ Manages different software's as JD Edwards, SAP System and Application program, Atlas MSP6, EEI Electronic Exchange Information link, Fed-ex Online, and UPS Online.
- ◆ Operate and inspect forklift trucks according to safety and maintenance instructions.
- ◆ Perform other duties, projects and assignments as required.
- ◆ Purchase new or additional stock and supplies, or prepare documents that provide for such purchases.
- ◆ Receive and count stock items, and record data manually or using computer.
- ◆ Work with vendors to identify appropriate service, part, supply, and price and expedite requisition.
- ◆ Establish procedures for managing repair parts, forklifts P/M's work with purchasing and vendors to arrange repairs.
- ◆ Ordering of parts and operating supplies by reviewing inventory levels to generate purchase orders and expediting orders when necessary.

Buyer

MRO - May 2004 to April 2005

Colgate Palmolive Juncos, Puerto Rico

- ◆ Create Requisitions.
- ◆ Generate and expedite Purchases Orders.

- ◆ Monitor Inventories of spare parts stock room.
- ◆ Run and monitor SAP Material Requisition Parts Reports.
- ◆ Create New Materials Master Data Profile.
- ◆ Request and search for new vendors.
- ◆ Strong customer service skills.
- ◆ Perform other duties, projects and assignments as required.
- ◆ Purchase new or additional stock, or prepare documents that provide for such purchases.
- ◆ Receive and count stock items, and record data manually or using computer
- ◆ Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.
- ◆ Confer with engineering and purchasing personnel and vendors regarding stock procurement and availability.
- ◆ Compile, review, and maintain data from contracts, purchase orders, requisitions, and other documents to assess supply needs.
- ◆ Maintain accurate inventories and assist in audits of inventories.
- ◆ Work with vendors to identify appropriate supply and price.
- ◆ Deliver invoices and distributed properly, distributed to corporate A/P and copies filed.
- ◆ Generate work orders and create PM's as directed by the Maintenance Manager.
- ◆ Establish procedures for managing repair parts, work with purchasing and vendors to arrange repairs.
- ◆ Ordering of parts by reviewing inventory levels to generate purchase orders and expediting orders when necessary.
- ◆ Verify items received against order; deliver to department stock room notifying appropriate party of items arrival and address invoice issues for stock MRO items with Accounts Payable for corrections to receipt quantities, corrections to price changes and/or missing packing lists.
- ◆ Handle stock MRO returns and/or repairs; internally to store room or externally to vendor.
- ◆ Monitor the activity of the MRO stockroom, manage invoices flowing in and out of the facility and assist department manager where needed. Maintain and manage work order and PM program, assist maintenance team lead.

Quality Inspection Technician

Colgate Palmolive - Juncos, Puerto Rico, US - May 2003 to April 2004

Responsible for In-coming, In-process and Final approval of Raw material & Packaging Components according to specifications.

- ◆ Identify and recommend improvements.
- ◆ Responsible for drafting and revising Standard Operating Procedures applying Good Manufacturing Process knowledge.
- ◆ Control of Non Conforming components & products.
- ◆ Fill out the Non Conforming Products Reports documents.
- ◆ Generate hold transactions in SAP (Enterprise Resources Planning software) and the final disposition of material according to Standard Operating Procedures stipulated by company policies.
- ◆ Responsible for the verification of calibrated equipments for inspection and testing.
- ◆ Perform other duties, projects and assignments as required.
- ◆ Inspect, test, or measure materials, products, installations, or work for conformance to specifications.
- ◆ Discard or reject products, materials, or equipment not meeting specifications.
- ◆ Record inspection or test data, such as weights, temperatures, grades, or moisture content, and quantities inspected or graded.
- ◆ Measure dimensions of products to verify conformance to specifications, using measuring instruments such as rulers, calipers, gauges, or micrometers.
- ◆ Recommend necessary corrective actions, based on inspection results.

- ◆ Compare colors, shapes, textures, or grades of products or materials with color charts, templates, or samples to verify conformance to standards.
- ◆ Stack or arrange tested products for further processing, shipping, or packaging.
- ◆ Check arriving materials to ensure that they match purchase orders, submitting discrepancy reports as necessary.
- ◆ Make minor adjustments to equipment, such as turning setscrews to calibrate instruments to required tolerances.

Production/Shipping Receiving Technician

Colgate Palmolive - Juncos, Puerto Rico, US - March 1997 to April 2002

Mechanical ability/expertise, basic understanding of equipment and processes

- ◆ Create purchase orders, delivery numbers to export finished goods to local and international warehouses.
- ◆ Generate picking orders (Warehouse Management System) and dispatch inventory to containers assuring inventory accuracy.
- ◆ Coordinate deliveries via ocean or air, according customer specifications.
- ◆ Responsible for new Special Packing Products launch.
- ◆ Responsible to safely operate trucks, forklifts or vans.
- ◆ Responsible to assemble, disassemble, operate and understand complex equipment or processes per standard operating procedures.
- ◆ Handle hazardous materials; operate warehouse equipment, ability to interact constructively with clients.
- ◆ Team leader discuss with team facilitator daily performance.
- ◆ Coordinate tasks with team members fulfill them efficiently and on time.
- ◆ Make quick decisions to assign priorities tasks, making sure are done following all procedures.
- ◆ Perform other duties, projects and assignments as required.
- ◆ Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment: Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records.
- ◆ Examines outgoing shipments to ensure shipments meet specifications.
- ◆ May operate tier-lift truck or use hand truck to move, convey, or hoist shipments from shipping-and-receiving platform to storage or work area.
- ◆ May direct others in preparing outgoing and receiving incoming shipments.
- ◆ Performs a variety of shipping and receiving tasks. Verifies materials received are as ordered and routes incoming items to appropriate departments/locations. Prepares items for shipment ensuring cost effective courier services. Leads the work of shipping and receiving personnel performing related work.
- ◆ Prepares bills of lading; checks items to be shipped against work orders to ascertain that quantities, destination, and routing are correct.
- ◆ Receives and unloads incoming materials and compares information on packing slip with purchase order to verify accuracy of shipment; may process return shipments from customers.
- ◆ Inspects shipments for damages or defects; records discrepancies or damages and notifies supervisor and/or purchasing personnel.
- ◆ Traces lost shipments and/or customer claims of lost shipments; initiates proof of delivery documents.
- ◆ May maintain department database, prepare routine reports, and file shipping/receiving records.
- ◆ Follows established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
- ◆ Leads, guides, and trains employees performing related work.

EDUCATION

MBA in Management & Control

School of Business & Entrepreneurship - Gurabo, Puerto Rico, US
July 2009

BBA in Management

Turabo University - Gurabo, Puerto Rico, US
May 2004

ADDITIONAL INFORMATION

AREAS OF EXPERTISE/CERTIFICATIONS

AREAS OF EXPERTISE

- Quality Assurance
- Standards/ Policy/Procedures Compliance
- Continuous Process Improvements
- Vendor and Staff Relations
- Training and Leadership
- Ability to detect problems and report information to appropriate personnel.
- Ability to prepare routine administrative paperwork.
- Knowledge of light equipment operation and/or maintenance.
- Ability to prioritize, organize and delegate assignments
- Ability to perform without supervision.
- Ability to maintain quality, safety, and/or infection control standards.
- Ability to understand and follow safety procedures.
- Ability to receive, track, and distribute materials, supplies, and equipment.