

Henry F. Ortiz Torres

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Objetivo

Obtener un empleo en donde pueda aportar mis conocimientos, y adquirir nuevos retos, destrezas y habilidades al máximo para alcanzar las metas establecidas por la compañía.

Educación

Colombia H.S. Music Conservatory

- *Subject studied: General*
- *St. Augustine College*
- *Mathematic Accounting Computers*
- *G.E.D. (H.S. Equivalent)*

Experiencia

3-11-2013 to 3-6-2015

JOB HUNTERS

Bayamón, PR

Position: Messenger

- *Daily bank deposits*
- *Pick-up and deposit company checks*
- *Pick-up and process time-cards for pay-roll*
- *Delivering pay-roll employee checks to assigned companies*
- *Some data-entry (AS-400)*

01-11-2006 to 2-25-2013

UNIQUE SEARCH

Bayamón, PR

Position: Messenger

- *Daily bank deposits*
- *Delivering pay-roll employee checks to assigned companies*
- *Daily bank deposits*
- *Pick-up and deposit company checks*
- *Pick-up and process time-cards for pay-roll*

03-08-2005 to 11-06-2005

KELLY SERVICES

Manatí, PR

Position: Chemical Operator

- *Chemical operator in charge of programming a classificatory machine.*
- *Labeling lots and monthly inventories.*

04-2002 to 02-2004

SCHERING-PLOUGH PRODUCTS, L.L.C.

Manatí, PR

- *In charge of receiving documents, processing and assigning cartons numbers and warehouse location.*
- *Data-entry in excel*
- *Providing photocopies of documents as batch-records, protocols, procedures and specifications.*
- *Documents audits in protocols and summary reports.*
- *General monthly inventories in the documentation area.*

03-2004 to 11-2004

MANPOWER

Arecibo, PR

Pfizer Pharmaceuticals

- *Loading and uploading trailers, inventories and re-stocking.*
- *Approving, preparing and filling orders for production lines.*
- *All transaction done thru MAPS (Manufacturing Accounting and Planning System)*
- *In charge of reject cage, consolidation, organizing and identifying reject cage.*
- *Raw materials*
- *Standing up and sitting down fork lift.*
- *Operator certified by Pfizer & OSHA. Title 29.*

Referencias

Available Upon Requested