

# Marlin Rodriguez Albelo

## Clerical

Ciales, PR 00638

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In accordance with my academic background, skills and professional experience, I am looking for a challenging position that can provide an attractive advantage as a Team player in your organization.

## WORK EXPERIENCE

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Pfizer - Vega Baja, PR - January 2012 to March 2015

Assure that all documentation generated as part of the manufacturing processes is complete and documented following GMPs and applicable operational procedures

- Review and approve general production documentation

### Sales Associated

Navy Exchange - Oak Harbor, WA - February 2010 to December 2012

Customer Service and Sales

- Receiving merchandise and making inventory

### Key Person

Naval Station - Oak Harbor, WA - October 2008 to December 2009

In charge to open and close the store

- Customer Service and Sales
- Keeping the Shells with merchandise
- Cashier

### Store Manager

Guess - June 2004 to October 2008

Keeping the inventory of merchandise in storage

- Receiving inventory
- Responsible of personnel shift schedules
- Preparing daily reports of sales and sending them to the owners
- Daily Deposit from cash sales

## ADDITIONAL INFORMATION

### KNOWLEDGE AND SKILLS:

- Excellent team player and motivator
- Oral and written in English and Spanish
- Team oriented
- Excellent oral communication skills
- Knowledge in Computers and Cash Registers
- Ability to respond to changing priorities
- Fast learner
- Able to work under minimum supervision
- Knowledge in English and Spanish
- Ability to plan and to deal with multiple tasks