

# Raymond Ortiz

5117 West Old Shakopee Road Bloomington, MN 55437

(941) 807-6128

rortiz6399@me.com

**Objective** I am looking to further grow my skills and knowledge through obtaining a new position that will make the most use of my strengths and experience. I have worked in the logistics and inventory management fields for over seven years through a vast breadth of different channels including manufacturing, distribution, and retail. I enjoy problem solving through use of my strengths in analyzing and attention to detail along with engaging my peers to promote a positive work environment.

- Skills**
- Experience with various inventory control systems such as: SAGE 500, Retek, Yantra, SAP
  - Certifications in standing forklifts, powered pallet jacks, electric stackers and order pickers
  - Proficient in Microsoft Office programs including: Word, Excel, Outlook, and PowerPoint
  - International and domestic shipping and freight policies
  - Cycle counting including treatment of raw materials, WIP inventory, and finished goods
  - Inventory procurement
  - Inventory reconciliation and variance research caused by shipping discrepancies, receiving errors, and production discrepancies
  - Professional cross functional communication skills including partnering with accounting, quality assurance, production managers, customers, and vendors
  - Warehouse organization and efficiency
  - Ability to lead, motivate, and influence peers without direct authority

**Work History**

Inventory Control Specialist	Phillips & Temro Ind., Eden Prairie, MN	Mar. 2012 – Current
Inventory Control & Returns Coordinator	Seawide Marine Distribution, Sarasota, FL	Feb. 2009 – Feb. 2012
Shipping and Receiving Manager	Soicher Marin Gallery, Sarasota, FL	Jun. 2007 – Jan. 2009
Product Flow Supervisor	Circuit City Stores Inc., Bradenton, FL	Jun. 2005 – May 2007

**Education** Associates of Arts State College of Florida, Bradenton, Florida May 2007

**References** References are available on request.