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OBJECTIVE

Obtain a position at Company or Organization where I can maximize my management skills, quality assurance, program development, and training experience.

PROFESSIONAL EXPERIENCE

Automated Logistical Specialist (2013 - Present)

Army National Guard, San Juan, PR

- Schooled in the Global Combat Support System-Army (GCSS-Army),
- Ration break point operations,
- Stock record management,
- Plant Maintenance,
- Material Management,
- Warehouse functions which including:
 - Stock control, Issue,
 - Receipt, and Storage procedures
- At the support level:
 - Assist in stock control operations,
 - Warehousing operations,
 - Reparable exchange operations.

Driver (CDL Class A) (2012-2013)

Werner Enterprise, Omaha, NE

- The Transportation and logistics of cargo. (Area of delivery East Coast)

Clerk (2012 – 2012)

Internal Revenue Service, Guaynabo, PR

- Processed treasury, tax and loan payments.
- Organized, stocked and maintained the teller window/desk area.
- Balanced daily cash deposits, document inventory with a zero error rate.
- Coordinated daily cash reconciliation at a high-volume location.
- Examined checks for identification and endorsement, member transaction data entry into online banking software.

Seaman, First Class (2005 - 2009)

Coast Guard, Alameda, CA

- Stand watch at bow or on wing of bridge to look for obstructions in path of vessel. Measure water depth.
- Turn wheel on bridge or use emergency equipment as directed by mate.
- Break out, rig, overhaul, and store cargo-handling gear, stationary rigging, and running gear.
- Chip rust from and paint deck or ship's structure.
- Port Security
- Food Service
- Equipment Maintenance
- Customer Service
- Self-reliant/Manager Skills

Store Associate (2002 - 2005)

AAFES, Ft. Buchanan, PR

- Sells a variety of merchandise to customers through salesmanship and courtesy.
- Cash Register with other sale related equipment, balances daily financial transactions, personal service, knowledge of retail policies and business procedures.
- Customer Service
- Retail /Sales
- Store production/Gold's

Unit Supply Specialist (2002 - 2005)

Army Reserve, Ft. Buchanan, PR

- Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and turns-in organization and installation supplies and equipment.
- Operates unit level computer.
- Prepares all unit/organizational supply documents.
- Maintains automated supply system for accounting of organizational and installation supplies and equipment.
- Issues and receives small arms.
- Secures and controls weapons and ammunition in security areas.
- Schedules and performs preventive and organizational maintenance on weapons.
- Inspects completed work for accuracy and compliance with established procedures.
- Coordinates supply activities.
- Reviews and annotates changes to unit material condition status report.
- Post transactions to organizational and installation property books and supporting transaction files.
- Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items.

Cannon Fire Direction Specialist (2002 - 2003)

Army Reserve, San Juan, PR

- Establishes, maintains and operates radio and wire communications.
- Operates the backup computer system to include; preparation, entry of known data, and computation of firing data.
- Constructs and operates observed or surveyed firing charts.
- Records fire mission related information and maintains ammunition status.
- Compiles lists and prepares target overlays, and situation and fire capability overlays.
- Operates and performs operator maintenance on section vehicles and generators.
- Performs crew maintenance and participates in organizational maintenance of section equipment.
- Assists chief fire direction computer in supervision of section operations, maintenance, and training.

OTHER EMPLOYMENT INFORMATION

- Job Availability Date: Immediately
- Citizenship: United States Citizen
- Security Clearance: Active Secret
- Spoken Languages: English and Spanish

SKILLS

- Automated Data Processing ADP, Bills of Lading, Data Entry, Delivery/Shipping Services, Distribution Operations, Electronic Tracking,
- Freight/Cargo Loading/Unloading, Inventory Management, Logistics, Logistics Management, Loss Control/Prevention, Material Handling,
- Packing Invoices, Pick and Pack, Pull Orders, Record Organization/Maintenance, Stockroom, Storage, Technical Support, Theft Control,
- Warehouse Management System WMN, Warehouse Operations Management

EDUCATION

- **Master's Degree, Human Resources** (2011 - 2012)
Metropolitan University, San Juan, PR
- **Bachelor's Degree, Marketing** (2009 - 2010)
Metropolitan University, San Juan, PR
- **Associate's Degree, Electronics Technician** (2003 - 2005)
University College Of San Juan, San Juan, PR

CERTIFICATIONS

- **Commercial Truck Drivers Training Course (CDL)** (2012 - 2012)
Road Master, Tampa, FL

AWARD & DECORATIONS

- BBA Marketing Honor Graduate: Cum Laude
- USCG Meritorious Team Commendation
- USCG Sea Service Ribbon
- USCG Unit Commendation Award
- USCG Unit Commendation Award W/ One Gold Star
- Global War on Terrorism Expeditionary Medal
- Army Service Ribbon
- Army Achievement Medal
- National Defense Service Medal