

Carlos Alvarado

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Logistics

WORK EXPERIENCE

Property Accountability Specialist

AcFirst - Kandahar - July 2013

July 17, 2012 To July 08, 2013

- Receive, Inventory, store and issue equipment, material, supplies, or tools, and compile stock records in the storage yard.
- Count, sort, or weight incoming material to verify receipt of items on requisition or invoices.
- Examine stock to verify quantity or conformance to specifications. Store materials in bins, on the floor, on shelves, or in containers according to identifying information.
- Fill orders or issue supplies from stock. Prepare periodic, special, or perpetual inventory of stock.
- Requisition material to fill incoming orders.
- Compile reports on use on stock handling equipment, adjustments of inventory counts and stock records, damage, or shelf life stock, location changes and denial of shipments.
- May mark identifying codes, figures, or letters on articles, using labeling equipment. May distribute stock among workers, keeping records or materials issued.
- May make adjustments to articles carried in stock. May determine methods of storage, identification, and stock location, considering temperature, humidity, height and weight limits, turnovers, floor loading capacities, and required space.
- May move or transport material or supplies to others departments, using hard forklift or industrial truck.
- May maintain inventory and others stock records, using computer terminal (AWRDS). May be designated according to material, or product stored, i.e. Retail or wholesale items.

Supply Technician Coordinator

All source Global Management - Fort Bliss, TX - September 2010 to September 2011

- Perform duties pertaining to procurement, receipt, storage, care, preservation, issuance and accountability of supplies as well classified, bin and issue a variety of military items to their corresponding units as required.
- Assist the department staff in identifying and initiating the requisitioning of supplies.
- Transfer equipment base on mission needs and document such actions
- Impute supply transaction data into an automated data base, SARRS. (Standard army retail supply system)
- Refer discrepancies and damages to Supervisor. Select shipment of issue.

Warehouse Specialist

Caci Team Bliss - Fort Bliss, TX - March 2009 to September 2010

- I perform a variety of warehouse duties which require an understanding of the establishment's storage plan.
- My work involves verifying materials against receiving documents, noting and reporting discrepancies and obvious damages.
- Routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods.
- Rearranging and taking inventory of storage materials, examining stored materials and reporting deterioration and damage.
- Removing material from storage and preparing it for shipment, operate hand or power trucks in performing warehousing duties.
- Impute supply transaction data into an automated data base, SARRS. (Standard army retail supply system).

Ammo Supply Technician

11/2007 TO 12/2008-- McGregor Range, NM

- Responsible to transport munitions, pyrotechnics and explosives for live fire training to ranges.
- Able to load/unload, handle and place conventional and special munitions and explosives.
- Able to performs a complete range of munitions receiving assignments and maintain services on vehicles.
- Knowable of proper procedures for inspecting various types of ammo.
- Able to perform task involved in issuing/ shipping preparation.

Supply Technician

Chenega Management, Llc - Fort Bliss, TX – November 2004 to April 2007

- Perform duties pertaining to procurement, receipt, storage, care, preservation, issuance and accountability of supplies as well classified, bin and issue a variety of military items to their corresponding units as required.
- Assist the department staff in identifying and initiating the requisitioning of supplies.
- Transfer equipment base on mission needs and document such actions
- Impute supply transaction data into an automated data base, SARRS. (Standard army retail supply system).
- Refer discrepancies and damages to Supervisor. Select shipment of issue.

Warehouse Specialist

Hughes Supply Branch - El Paso, TX - February 2004 to August 2004

- Receive and process incoming freight, entering data into computer
- Open freight and compares items, quantity and stock numbers.
- Refer discrepancies and damages to Supervisor.
- Select materials release orders to move, transfers, and stack or under stack.
- Maintained hand receipt files, planned and conducted inventories.
- Worked independently under general guidelines and instruction of management.
- Able to maintain tools, equipment, and work area in a neat, clean, and orderly manner.
- Ability to safely drive and operate a motor vehicle, including skill in manipulating controls for starting, stopping, backing, and driving vehicles in all types of traffic and road conditions and in judging overhead, side clearance, turning radius, and braking distance.

EDUCATION

Instituto Tecnológico de CD Juárez

General Education Development

El Paso Community Collage - El Paso, TX

ADDITIONAL INFORMATION

El Paso County Courthouse Custodial- El Paso, TX 02-2001 to 02-2004

Skills Summary

I am a fast learner with proven ability to prioritize and complete multiple tasks. I am Highly motivated, work well on a team, and complete assignments with little supervision. My enthusiasm, along with my ability to adapt quickly to challenges, will be a benefit to your company.