

# Jose Morales

## General Manager- Co-Owner

El Paso, TX  
adrian339@hotmail.com - 940.765.8005

Extensive knowledge and experience as General Manager, financial environment, marketing, data entry, inventory, maintenance, productivity, short and long term goals projects, and able to perform under pressure with efficient outcomes. Over eight Years of experience in the Warehouse field as Leader, Supervisor and Manager, specifically over the Shipping and Receiving department, Audit, Q.A. (Quality Assurance), Q.C. (Quality Control) and Order Pulling. Current Forklift Certified.

### WORK EXPERIENCE

#### **General Manager**

Liberty Towing and Wrecking - El Paso, TX - November 2011 to November 2014

Business, sales, advertising and marketing representative

Responsible for financial records, obtaining permits, bank accounts, data entry, daily inputs, accounts payable, receivable control and H.R. (Interviewing, hiring, firing, etc.).

In charge of equipment inventory, maintenance control and training (TDLR Based)

Responsible for continuous improvement regarding better service and drivers own safety.

TDLR certified, drove tow truck when needed ( Almost every day)

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#### **Leader/ Forklift Operator**

Network Distribution - Dallas, TX - August 2009 to December 2010

Manage inventory control in inbound and outbound traffic

Comply with industry regulations based in OSHA standards

Team leader when starting new process and procedures

Carton Clam Operator sometimes

Always willing to work overtime when needed

#### **Night Shift Supervisor**

Pallet One - Irving, TX - May 2007 to April 2009

Direct personnel activities to achieve desired labor efficiency and productivity

Had 6 employees under my supervision, ensure safe operating practices and employee issues resolution

Always available to work overtime and holydays

Started health programs for employees such as: drink less soda in order to stay healthy because the long journals at work

#### **Q.A. Supervisor**

Tuesday Morning - Dallas, TX - August 2005 to April 2007

Supervised and trained eleven Q.A. inspectors

Responsible for turning in final reports of every P.O. accounted for

Accountable for handling rejects inventory and final disposition

Got promoted to other departments in a short period of time

Upper management was very satisfied with my critical thinking when solving situations

## EDUCATION

### **Bachelors of Science in Business**

University of Phoenix

November 2014

## ADDITIONAL INFORMATION

Computer Skills

Languages

Spanish

Software

Microsoft Office 2007, 2010 and 2013. (Word, Excel, Power Point, Outlook). Adobe Reader, Team Viewer, Different Search engines, sky Drive, and Drop Box. Try to stay up to date with latest technology relevant to productivity.