

# Martin Portillo

## Material Handler/Clerk

El Paso, TX

portillomartin@sbcglobal.net - 9159200078

### WORK EXPERIENCE

#### Material Handler/Clerk

Ready Men - February 2013 to July 2014

Receive product from internal customer, Check for discrepancies matching packing slips against product. Put away automotive components, log into warehouse system (AS400). Prepare pick tickets, pick orders and start processing paperwork. Prepare BOL and start scheduling pickups for different carriers. Load and unload LTL trucks. Get quotes for better pricing and third day deliveries.

#### Material Handler /Clerk

Caseem - May 2011 to January 2013

Receive product from different carriers. Check for discrepancies matching packing slip against product. Let drivers know discrepancies in packing slip. Log product into warehouse system. Cycle counts on a daily basis. Prepare BOL (Bill of Lading) for local and national carriers. Schedule pick-ups and deliveries for carriers. Scan product to put away and do physical inventory.

#### Material Handler /Clerk

Instaff - March 2010 to November 2010

Received material from carriers, unload trailers, audit product, making sure that packing slips matched product. Palletized product and start loading trailers going across the border. Input information into Custom Department system, and into PIMS (Warehouse system) Schedule picking up for finished goods, raw material and RMA's. Shipped product using UPS or FED EX computer systems.

#### Assistant Shipping Supervisor

Jones Apparel - December 2008 to February 2010

Supervised shipping department, conduct safety meetings on a weekly basis and compute amount such as space available and shipping storage. Contact carriers to make arrangements and to issue instructions for picking up and delivery of goods. Prepare paperwork, BOL and invoices. Requisition and store shipping material and supplies to maintain inventory of stock.

#### Operations Supervisor

Federal Drug Administration - June 2007 to December 2008

Supervised department personnel to ensure efficient warehouse operations. Made recommendations for hiring and terminations, conducted performance appraisals, and initiated disciplinary actions. Responsible for all inbound and outbound LTL (less than a truck load) shipments by segregating product numbers by carrier and by FDA (Federal Drug Administration) hold or release status. Ensure all inbound and outbound shipments were 100% accurate to meet customers' requirements and maintain inventory accuracy. Set a good example for employees.

#### Shipping Supervisor

Home Products International - January 1998 to June 2007

Supervised all docks to verified quality and proper loading procedures for LTL and full truck shipments, as requested by customers. Average over 200 truckloads and 90+ LTL shipments, on a weekly basis. Implemented RF device procedures and trouble shooter for RF devices. Implemented and modified changes to scripts to loader/RF devices

## EDUCATION

### **G.E.D.**

El Paso Community College - El Paso, TX

El Paso Community College

### **Diploma**

International Trucking School

## ADDITIONAL INFORMATION

### Computer Skills

- Windows XP and 7 (Word, Excel and Power Point)
- Microsoft Outlook

### Job Skills

- Bilingual (Spanish/English)
- Team leadership
- Performance under pressure-filled situations
- AS400 (JD Edwards)
- UPS, FED Ex Air Freight shipping experience
- Forklift, Clamp truck, Order picker operation
- Certified Forklift Driver
- Commercial
- Multitasked
- Fast paced learner