

# Fernando Rivera

## Distribution Supervisor - Brown, Alcantar & Brown, Inc

Sunland Park, NM

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To obtain a challenging, progressive and rewarding position within a stable and growth oriented company where my strong detail, organized, assertive and interpersonal/ communication skills may be fully utilized. The ideal organization will provide both professional and personal growth.

### WORK EXPERIENCE

#### **Distribution Supervisor**

Brown, Alcantar & Brown, Inc - El Paso, TX - July 2009 to Present

Coordinate, plan and execute, in a timely manner, the daily activities of a given area by receiving, binning, shipping and implementing programs that ensure the needs of all functions within that area are met.

- \* Manage team members to execute distribution operations within deadlines.
- \* Oversee daily activities of team members and provide assistance whenever needed.
- \* Perform resource allocation and workload assignment as per project needs.
- \* Assist in receiving, storing, rotating and handling products in warehouses.
- \* Maintain documentations for products received and shipped.
- \* Coordinate deliveries of materials as per company policies and customer demands.
- \* Monitor and track the status of products shipped.
- \* Address customer queries promptly and ensure customer satisfaction to include informing customers of shipping status and delays if any.
- \* Maintain effective internal control over the product flow and account of inventory through end of month inventory reports, receiving, shipping and other inventory areas.

#### **Warehouse Clerk**

Vishay Dale - El Paso, TX - July 2005 to February 2009

Loading and unloading of product and organized placement of product in trucks and warehouse to increase efficiency.

- \* Ensured product documentation was correct and entered into shipping and receiving database.
- \* Forklift Operator

#### **Warehouse Lead Person**

Hanley Paint - El Paso, TX - December 1994 to August 2005

Loading and unloading of products.

- \* Forklift operator and Side Paint Mixer operator.
- \* Responsible for monthly inventory report.

#### **Warehouse Supervisor**

Garment Finishers of America - El Paso, TX - October 1993 to December 1994

Shipping and Receiving

- \* Loading and unloading of products.
- \* Forklift operator and Sandblaster operator.
- \* Packer

**Warehouse Lead Person**

WTTC - El Paso, TX - February 1991 to August 1993

Packer Shipping and Receiving

\* Loading and unloading of products.

\* Forklift operator and Side Paint Mixer.

**EDUCATION****General Studies**

Coronado High School El Paso - El Paso, TX

**ADDITIONAL INFORMATION**

Skills

\* Certified Forklift Operator