

# Albert Arriaga

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## Objective

- Seeking a full-time position in a professional environment. Prefer a position that will utilize my skills and offer advancement.

## Summary

Administrative support professional experienced working in fast paced environment skills. Trustworthy, ethical, and discrete, committed to superior service. Confident and poised in interactions with individuals at all levels. Details oriented and resourceful in completing project, Able to multitask effectively.

- In charge of all customer relations, process all incoming & outgoing returns, shipments, provide status of deliveries, maintained satisfied customers, held internal hub meetings with shipments and request product or advise of shortages to avoid interfering with (OTD) On Time Delivery.
- Order Fulfillment Projects, HP, Overture Networks, March Networks, Kaleidescape,
- Daily provide prepack orders thru representatives, prepare & plan activities thru out the week.
- Shipping Agent Perform daily shipping slips for accounts, coordinate new accounts & process accounting excel reports to accounts payable.

## Education

DIPLOMA | MAY 2007 | J.W. NIXON HIGH SCHOOL

## Experience

SHIPPING CLERK

SANMINA-SCI

11921 HAYTER RD LAREDO, TX 78043)

FEBRUARY 2007 - JULY 2013

DATA ENTRY

EXEL LOGISTICS

7802 W. BOB BULLOCK

OCTOBER 2014 – FEBURARY 2018

MATERIAL HANDLER II

EVERI GAMES INC

4616 WEST HOWARD LANE

JUNE 2018 – AUGUST 2020

SHIPPING SPECIALIST II

EVERI GAMES INC

4616 WEST HOWARD LANE

AUGUST 2020 - PRESENT

## Skills

- Arrange Carrier pick-ups, Receiving Incoming shipments, Ship Orders & Process External Orders for Customers, etc.
- Compile, sort and verify the accuracy of data before is entered.
- Compare data with source documents, or re-enter data in verification format to detect errors.
- Locate and correct data entry errors or report them to supervisors.
- Maintain logs of activities and complete work.
- Used of software: SAP, Oracle, Syspro, Integra, NAV UPS , FedEx World Ship
- Computer Skills: Office Word, Excel Internet, Outlook

## Reference

Patricio Gonzalez – Sanmina-SCI

956 532 6801 – Plant Manager

John Briseno — Everi Games Inc.

512 791 0394 — Supervisor

Allen Scott — Everi Games Inc.

512 565 2147 — Manager