

Jose Alderete

Materials Manager - Manhattan Endoscopy Center

New York, NY

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WORK EXPERIENCE

Materials Manager

Manhattan Endoscopy Center - New York, NY - April 2012 to Present

Maintain adequate stock levels and anticipate usage changes

- Coordinate proper ordering levels due to limited storage space
- Consider best price, quality, availability, and reliability when purchasing products
- Create purchase orders, receive deliveries, deplete preference cards and approve invoices
- Responsible for environment of care, quality assurance, and the monitoring of equipment
- Responsible for monitoring, reporting and scheduling maintenance of the vacuum pump, UPS, and oxygen manifold, in addition to replacing oxygen tanks when empty
- Manage supplies for 2 facilities for the first quarter of 2013
- Assist in the opening of 4 GI facilities and train each Materials Manager counterpart
- Serve as a translator between doctor and patient
- Fire Deputy and Emergency Evacuation Searcher

Financial Representative

Northwestern Mutual - Summit, NJ - February 2010 to March 2013

Develop analysis reports for clients

- Analyze and identify markets for product specific needs
- Analysis of client business processes and cross functional requirements
- Assist clients with investment needs based on future needs and projected growth
- Advise clients with estate lawyers and wealth advisors on appropriate needs pertaining to tax needs and analysis

Office Technician

Northwestern Mutual - Harrison, NJ - November 2010 to February 2012

Maintaining and updating patient files

- Working with IT troubleshooting issues
- Serve as a translator between doctor and patient
- Financial data input into databases for multiple accounts and servicing when needed

IT Intern/Professional Intern

Fidelity Investments - New York, NY - June 2006 to 2007

Worked with IT to maintain current database systems

- Trained with COBOL to access and create mainframe programs
- Assisted in the updating and development of new mainframe programs

EDUCATION

BS in Computer Science

St. Peter's College - Jersey City, NJ

2009

ADDITIONAL INFORMATION

SKILLS

- Proficient in Microsoft Office Suite-Word, Excel, Outlook, Publisher, and Power Point
- Operating Systems -Microsoft Windows 2000/7/Vista/XP
- Programming software - HTML, JavaScript, C ++
- Linguistics - Spanish (Native), English (Proficient), French (Proficient)