

ALFRED WAYNE GOMEZ

OBJECTIVE The opportunity to join a progressive and growing organization where I can apply my knowledge and skills as an industrial distribution customer service professional.

SKILLS & ABILITIES

Proficient in Microsoft Office Suite

Prophet 21 customer management software experience

Warehouse & Inventory management

Excellent verbal and written communication skills

Ability to multitask

Strong interpersonal skills

EXPERIENCE

CUSTOMER SERVICE REPRESENTATIVE - DXP ENTERPRISES
2014-Present
Employ active listening skills to listen to customer issues as to offer a suitable solution to their problem. Maintain customer and vendor relationships through face to face and telecommunications in order to effectively grow business while maintaining gainful profit margins. Create invoices and purchase orders, manage warehouse inventory including but not limited to cycle counts, check-in and put-away.

ACCOUNT MANAGER - EVCO-LEWIS GOETZ
2014-2015
Maintain positive customer and vendor relationships, enter orders, create invoices and purchase orders. Deliver items to customers on-site and various other tasks as assigned.

CUSTOMER SERVICE & WAREHOUSE MANAGER - DXP ENTERPRISES
2008-2014
Maintain customer and vendor relationships through face to face and telecommunications in order to effectively grow business. Create invoices and purchase orders, manage warehouse inventory including but not limited to cycle counts, check-in and put-away.

CUSTOMER SERVICE REPRESENTATIVE, DRIVER - F&C DOOR
2007-2008
Maintain customer and vendor relationships through face to face and telecommunications in order to effectively grow business. Create invoices and purchase orders, manage warehouse

inventory including but not limited to cycle counts, check-in and put-away. Deliver customer orders using company vehicle.