

Anthony Ruelas

Experienced

Phoenix, AZ 85043

anthonyruelas2_3x2@indeedemail.com

+1 623 272 5954

Team oriented and self motivated. Able to supply and finish tasks in a timely manner, very dependable. Has transportation and is very reliable. Worked customer service understands what needs to be done in certain circumstances.

Able to use multiple softwares for order picking and basic knowledge of different "Word" software

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Inventory Specialist

Peyton's - Phoenix, AZ

September 2022 to Present

kept track of the goods and supplies of the company. Also kept records of inventory, monitor and manage shipments, coordinate with vendors, check stocks of items, and conduct data entry.

Facility agent

Harvest - Phoenix, AZ

February 2022 to August 2022

Helped consult patients with the correct purchases. We also recommend suitable cannabis products to customers, address customers' concerns, and ensure that sales floors are adequately stocked.

Material Handler/Inventory Specialist

Honeywell - Phoenix, AZ

December 2019 to January 2022

Handled inventory coming in and going out of supply. Weekly cycle counts. Record issues and report to superior if issues had accrued. Handled packages 5lbs - 60lbs daily. Worked with buyers and management to re supply facility.

Supplies and supports multiple assembly lines while keeping a clean environment. Operating multiple forklift style equipment including

Forklifts

Narrow isle forklifts

Order pickers

Uses different types of software including

Oracle

Power point

Excel

Main machine operator

RJR Technologies, Inc. - Phoenix, AZ

January 2019 to October 2020

Main production operator. Works in a team built environment, keep track of daily inventory helped keep a crew of 5 together and rotating through the shifts.

Leaving pass downs and multiple documents helping and have multiple ideas not only to fellow members on how to make better decisions but a better work environment.

Seasonal Sales Associate

Target - Phoenix, AZ

October 2018 to December 2018

dealt with customers and helped them with daily shopping. Restocking the shelves and other basic actions

Saw machine operator

Neltec

September 2017 to December 2017

- Managed the saw machine
- Prepared large copper panels for production department
- Input order information on the computer system
- Reassured all orders were correct before sending them out to electronics companies

Inventory coordinator

Titan Machinery - Phoenix, AZ

May 2017 to August 2017

- Organize shipment/ inventory orders inbound and outbound
- Answered phones and transfers to other departments according to customer needs
- Organized/ filed company paperwork
- Handled warehouse inventory

Sales Associate

Circle K - Phoenix, AZ

January 2017 to April 2017

Dealt with customers and also cleaned up my he entire store. Was able to withstand the register keeping up with the entire store and making coffee

Education

GED

RIO SALADO COLLEGE

Skills

- Machine Operator
- Manufacturing
- Forklift
- Warehouse
- fast learner
- Packaging
- Retail (2 years)
- Cashiering
- Multi-line phone systems
- Typing
- Assembly
- Microsoft Word
- Materials Handling
- Order Picker
- Inventory control
- Shipping & receiving
- Oracle
- Order Picking
- Pallet Jack
- Reach Truck
- Analysis skills
- Computer Networking
- Load & Unload
- Freight Experience
- Windows
- RF Scanner
- Quality control
- Leadership
- Customer support
- Power tools
- Merchandising
- Logistics
- Quality Assurance

Certifications and Licenses

Driver's License

Forklift Certification

Additional Information

Skills Summary

- Good communication skills
- Reliable
- Conflict solver
- People person
- Professionally competitive
- Able to handle tasks in very stressful situations
- Forklifts certifications