

Carlos Garcia

WAREHOUSE SUPERVISOR / HEAD INVENTORY - AWISCO, MASPETH

Flushing, NY 11354

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347.213.2184

Highly observant and vigilant individual seeking a rewarding position that will allow me to utilize my skills and provide me with an opportunity for growth

Work Experience

WAREHOUSE SUPERVISOR / HEAD INVENTORY

AWISCO, MASPETH

2017 to Present

Responsible for maintaining and overseeing inventory and supplies by receiving, storing and delivering items.

- . Responsible for securing warehouse as well as supervising staff.
- . Train, guide and evaluate new warehouse workers.

SENIOR MOVER

DUMBO STORAGE, MASPETH

2016 to 2017

Captain other staff movers on moves ranging from short one hour tasks to multiple day events . In charge of communication with clients to guarantee a smooth transition on all moves . Lift items weighing 50-400 pounds

CITY WIDE FIRE SPRINKLER, COLLEGE POINT

2015 to 2015

FRONT DESK 2015-2015 . Answer all calls and redirect them to the appropriate location . Handle all in person requests for information . Take inventory of supplies to avoid waste and place orders for more supplies when needed . Type documents, make copies and deliver mail

CONCIERGE

PARK REGENT CONDOMINIUM, FLUSHING

2015 to 2015

2015 . Secure premises . Greet residents and assist with their luggage/bags . Greet guests of residents and permit persons to enter property only after receiving residents approval . Take personal messages for residents and deliver them as designated

CONCIERGE

THE BAY CLUB

2014 to 2015

Secure premises . Greet residents and assist with their luggage/bags . Answer all calls and redirect them to the appropriate location . Take personal messages for residents and deliver them as designated . Arrange services (reserve conference room space for residents, dinner reservations, hail

cabs, dry cleaning pick up, etc.) . Take inventory of supplies to avoid waste and place orders for more supplies when needed

PROGRAM ASSISTANT

LATIN WOMEN IN ACTION, CORONA
2013 to 2014

Teach English and Spanish classes on ~~~~~ . Prep and Test Citizenship candidates .
Receive phone calls, visitors and guests to the office . Respond to and help in resolving various inquiries . Distribute mail, faxes, and other correspondences . Revise and fill documents

Education

High School Diploma

NORTH QUEENS COMMUNITY HIGH SCHOOL
June 2013

Skills

Shipping Receiving, Forklift, Warehouse Inventory

Additional Information

- . Excellent verbal communication skills
- . Outstanding problem solving skills
- . Strong observation skills
- . Typing 70+ words per minute
- . Basic IT skills with a working knowledge of MS Office Suite