

DANIEL TORRES

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OBJECTIVE

I am looking for the opportunity to work for a well-established company that recognizes high quality performance in its staff, a place that hires talented individuals. Through hard work, integrity and dedication, it is my desire to be a valuable asset to a business organization who will be willing to give me the opportunity.

COMPUTER SKILLS

Windows Word ,Microsoft Excel, Windows Outlook and Smart Smart System (Computer Purchasing System)

LANGUAGES

Fluent in both written and verbal English and Spanish

SPECIAL SKILLS

Natural leadership ability

Effective communication with subordinated and co-workers

Versatile in finding creative solutions to situational problems

Trained to administer CPR and first aid

Received emergency medical preparedness training for anti-biological terrorism

Forklift operator, Stand-up, Sit-down, Reach, Stock Picker

Work Experience

Purchasing of all materials evaluation of pricing in regards to material purchases
Inventory and distribution of all materials throughout the hospitals departments
Negotiates best lease agreements and service contracts in regards to copiers, fax Machines and printers throughout all departments
Monitors and records all material charges for all departments daily, weekly, monthly and yearly
Prepares annual budget for the department along with employee evaluations
Knowledgeable with UPS – world ship, Fed-X – Ship Manager in regards with all out bound materials and export shipments along with all documentation
Knowledgeable in all aspects of Inventory regarding stockrooms and Central Supply and Physical Therapy

Knowledgeable with inventory control stock rotation cycle counts product recalls
Responsible for maintaining an organized clean and safe work environment

Work History

Encompass Health Rehabilitation Hospital of Tustin
Purchasing Coordinator
14851 Yorba Street
Tustin, CA 92780
July 2017 to Present

K-Force, Inc.
Supply Chain Analyst
910 E. Hamilton Ave S-550
Campbell, CA 95008
July 2016 to December 2016

Specimen Collector
Healthcare Ancillary Staffing
4225 Office Parkway
Dallas, TX 75204
Jan 2016 to May 2016

Pridestaff
Manufacturing, Sales and Warehousing
28231 Marguerite Parkway #5
Mission Viejo, CA 92692
June 2015 to Jan 2016

Collage Hospital Costa Mesa
Director of Materials Management
301 Victoria St
Costa Mesa, CA 92627
August 2010 to July 2014

PURCHASING MANAGER
CATALINA ISLAND MEDICAL CENTER
100 Falls Canyon Road
Avalon, CA 90704
Oct. 2006 to August. 2010