

# Resume

## Dritan Titin

### Address:

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### Education

- **Myslim Keta High School,**
- Tirana Albania (9/1995 – 7/1999)
- ***Bachelor's in Law*, Bologna University,**
- Bologna Italy (7/1999- 3/2006)

### Experience

- 8/2015- Now

**In Charge of Parts Department, TREVIICOS 1938 Winthrop St, North Dighton, MA 02764**

- Chain supply, purchasing of parts,
- Shipping, preparing labels for shipping of parts requested from jobsites in US,
- International imports of spare parts.
- Inventory stock control, analyse minimum quantity stock for future requests.

- Supervising of Operation of Receiving checking and stocking in the appropriate location, Search of new suppliers, check price quality of the items purchased
  - Keep in touch with suppliers, periodic negotiation of terms of sale
  - Send request for preparing parts of workshop spare parts needs
  - Issue of Way Bill and Invoices
- **10/2014 - 08/2015**

**Delivery Driver, North Coast Seafood 5 Drydock Ave, Boston, MA 02210**

- Gate the truck loaded with Fish orders, list stops and invoices
- Delivering orders in Boston Area

- **1/2007 – 3/2014**

**Office Manager of Receiving & Delivery, SOILMEC Spa, Cesena Italy**

- Office Manager of Receiving and Delivery's, SOILMEC Spa, Cesena Italy
- Coordination of accepting delivered products, registration in the system and storage.
- Coordination with the staff of Checking of matching packing list with purchase order product specifications and label all items.
- Coordinate with supplier for returns of items not matching specifications
- Warehouse Inventory withdrawals for shipping, and internal work orders, inventory control

- **04/2005 – 06/2005**

**Department of Conservation of Cultural Heritage  
Work Study Program**

Ravenna, Italy

- Member Staff Organizer of conferences for studies on archeology and writing on parchments organized by the University.
- Organize and archive images and project documents in archives for the study.
- Process of archiving old photographs on archaeological excavation projects

## **Awards & Acknowledgements**

- Native speaker of Albanian
- Language proficiency in Italian language
- Knowledge of Microsoft Office, Excel, Word and Outlook
- Inventory management
- Product knowledge
- Ability to work well on stressful environments
- Quality Control Analysis
- Market and prices analysis