

Elton Brito

Outbound specialist

North Bergen, NJ 07047

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#readytowork

Authorized to work in the US for any employer

Work Experience

Outbound Specialist

Hytorc - South Hackensack, NJ

November 2022 to Present

In charge of scheduling freight pick ups or drop offs with freight companies such as FedEx priority, old dominion, xpo,etc.

Any shortage of shipments due to stick shortage, is informed to the sales rep.

On top of email with any specific or important instructions for high in demand orders with the customer service department (international and domestic orders)

Manage, communicate and when production is busy, go out and either pick or pack orders with the warehouse workers.

Communicate with the pickers/packers over the status of each order, and make sure it's shipping instructions are correct.

Experience in S.A.P. system, HIGHJUMP, EDGE AND E.R.P. system.

Ability to use the forklift, electric jack, handheld tablet and power tools.

Inventory Control Specialist/ Order Picker

FastBolt Corporation - South Hackensack, NJ

September 2017 to Present

ERP System (Enterprise Resource Planning System)

- Responsible for Order Setup
- Gather items according to order picking slip
- Forklift and electric jack experience
- VMI Report and billing experience
- Certification Lookups
- Records of inventory

Pharmacy Technician

CVS Pharmacy - Fairfield, NJ

September 2017 to February 2018

- Responsible for registering new Patients
- Inform the patients about CVS's discount prescription plan
- Called Insurance companies for verification
- Called doctors regarding refills and prescription requests
- Handled all forms of payments.

Warehouse Associate

W Showroom - Secaucus, NJ

June 2017 to August 2017

- Responsible for scanning merchandise upon arrival to confirm accurate quantity.
- Prepare merchandise for delivery locally and international (Labels, packaging & weight)
- Used the forklift to retrieve and place merchandise in warehouse.

Pharmacy Technician

Walgreens Pharmacy - West New York, NJ

May 2016 to May 2017

- Responsible for registering new Patients
- Inform patients about Walgreens's discount prescription plan
- Called Insurance companies for verification
- Called doctors regarding refills and prescription requests
- Handled all forms for payments.

Front Desk Membership Associate

Dumbbells Health and Fitness - North Bergen, NJ

July 2014 to 2016

- Promoted Seasonal Memberships
- Inform clients of supplemental products
- Registered new members
- Responsible for the up-keeping of the gym floor

Floor Associate/Cashier

Sam's Club - Secaucus, NJ

September 2011 to July 2014

- Stocked and replenished pallets and shelves
- Priced merchandise
- Prepare a drop list for overnight crew
- Dispose of damaged merchandise

Education

High school diploma in General education

New Jersey National Guard Youth Academy - Fort Dix, NJ

September 2006 to May 2008

High school diploma

North Bergen High School - North Bergen, NJ

September 2004 to May 2006

Skills

- EXCEL
- MICROSOFT WORD

- WORD
- Quality Control
- Quality Assurance
- ISO
- ERP Systems
- Order Picking
- Pharmacy Technician Experience
- Project Management
- SAP
- Computer Networking
- ISO 9001
- Manufacturing
- Spanish
- English
- Forklift
- Warehouse Experience
- Customer Service
- Microsoft Excel
- Time Management
- Data Entry
- Inventory Control
- Shipping & Receiving
- Lean Manufacturing
- Supply Chain
- Computer literacy
- Basic math
- Driving
- Cherry picker
- Multilingual
- Logistics
- Microsoft Office
- Warehouse management system
- Production planning
- Bilingual
- Customer support
- Order fulfillment
- CGMP
- Database management
- Anatomy knowledge
- Patient monitoring

- Merchandising
- Production Management
- Warehouse Management

Additional Information

OTHER SKILLS

Computer skills: Microsoft word and Excel

Security skills: Camera post, and virtual tours