

# Felix Arenal

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## Experience

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### Sales

Nov 2011 - Present

J.JOSEPHSON, South Hackensack, US

[Wallpaper Manufacturer] South Hackensack, NJ

Inventory Control / Sample Department

- \* Responsible for 3,000 skus
- \* Order entry and expediting orders (UPS/LTL)
- \* Inventory control for both current and discontinued skus
- \* Inventory / Sales reports

### Special Projects

Sample book material projects

Studio sample projects

Sep 2006 - Jan 2011

ROYAL ADHESIVES & SEALANTS, Moonachie, US

Warehouse Shipping/Receiving

- \* Unload incoming shipments of raw materials
- \* Compare shipment with Purchase Order to verify accuracy
- \* Prepare shipments for manufacturing/production site in Indiana
- \* Prepare outgoing shipments to customers and schedule trucks for pick-up
- \* Disposal of waste products

### Packaging Coordinator

Jan 2004 - Jan 2005

STRYKER CORP, Mahwah, US

(Permanent placement through Adecco Employment Agency)

- \* Inspection of all pieces
- \* Confirmation that all pieces are within specification
- \* Responsible for cleaning line

### Supervisor/ Sample Coordinator

Apr 1995 - Jan 2003

COGNIS CORP

- \* Maintained constant inventory of Henkel products for sampling
- \* Negotiating supply pricing with multiple vendors

Jan 1987 - Jan 2003

COGNIS CORP, Hoboken, US

### Assistant Sample Coordinator

Sep 1987 - Apr 1995

COGNIS CORP

- \* Filled samples for shipment to customers
- \* Maintained stock for sample department; inventoried product stock
- \* Familiar with UPS manifest company

## Skills & Specialization

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Engineering, Inventory Control, Purchasing, Procurement, Inventory Control, Supply Chain, Computer Hardware, Adhesives, Ups, Power Engineering

## Education

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**Memorial High School**  
West New York, US

Jan 1975 - Jan 1979