

Gabriel Adames

Bushkill, PA 18324
adamesga@gmail.com
570.994.2860

Authorized to work in the US for any employer

Work Experience

Inventory Control Specialist

ELM GLOBAL LOGISTICS

July 2020 to November 2020

Researching issues on Warehouse Management System.

Complete inventory adjustments by reporting adjustments to management according to established policies and procedures.

Research daily perpetual inventory adjustments.

Perform daily and weekly inventory counts.

Make necessary adjustments to physical inventory.

In-depth knowledge of quality systems and all work instructions for area.

Provide input for improvements/changes to work instructions.

Plan and execute formal physical inventory count by working with senior management to perform the site physical inventory.

Generate count sheets on all inventory by required cycles and reconcile.

Set up and print inventory lists for audit and make any adjustments required by auditors. Ensured warehouse space was organized and clean.

Warehouse Associate

SCP DISTRIBUTORS LLC

March 2020 to June 2020

Accurately pulled, filled, packed and sets up orders for delivery or pickup.

Organized shipment priorities, such as UPS, commercial carrier, will call and staged the orders in uniform fashion for ease of loading and verification.

Assisted in loading the delivery truck.

Received shipments, logs into inventory, maintained inventory through audits.

Located manufacturer's packing list, verified receipt of each item listed, signed and attached packing list to each bill of lading.

Signed and dated freight bill noting all adjustments and/or damage to product and reported any quality or inventory discrepancy issues to the appropriate person.

Communicated positively with supervisors, sales staff, fellow workers and customers to coordinate deliveries/pick-up.

Moved all inventory into allocated spaces within warehouse.

Operated a forklift safely and efficiently, maintained required certification, performed vehicle safety checks and reported discrepancies to supervisor.

Assisted in keeping facility clean, neat, safe and operating efficiently.

Processed returns accurately.

Assisted in keeping facility secured. Ensured all equipment is stored at end of day and all doors and gates are secured.

Maintained proficiency in computerized systems and other technologies as required.

Groundskeeper

CLUB EXPLORIA MANAGEMENT, LLC

August 2018 to February 2020

Directly reported to the Facility and Maintenance Supervisor. Responsible for the general maintenance of the grounds, gardens, plants, and lawns at the resort. Maintained the beautification of the exterior buildings, lawn and gardens in order to attract guests to the resort's lush and green surroundings. Responsible of driving company's vehicle daily.

Freight Handler

WALMART, INC.

March 2019 to May 2019

Handled and processed freight in a safe and correct manner through the facility to the stores. Loaded, unloaded, order filled, packed, and/or processed freight in an accurate and timely manner. Reported to management about unsafe working conditions, damaged products, or improper procedures in the facility. Used freight handling equipment in a safe and correct manner. Maintained a clean work environment to ensure safety and compliance. Complied with company policies, procedures, and standards of ethics and integrity. Ensured freight quality and integrity. Performed additional duties to support other departments.

Facilities Maintenance Technician

L3 Harris

December 2015 to July 2017

Moved and configured over 100 cubicles and 40 offices due to new renovation. Used power tools and high-powered industrial equipment to perform planned construction for Sunrise and Python 2016 Project. Escorted over 20 contracted companies performing construction work in facility. Maintained security and safety protocol in facility per Safety Manager and Facility Security officer. Successfully sanded down over hundreds of antenna fixtures per company specification. Accurately checked and corrected antenna fixtures per Finishing Lead Manager. Maintained area cleanliness daily.

Shift Manager/order Picker

AMAZON FULFILLMENT CENTER

August 2015 to November 2015

Picked merchandise for orders and delivered them to pick/pack lines. Used order picker machine (Powered Industrial Truck). Presorted merchandise for pack lines. Build pallets of damaged products to return to vendor. Maintained cleanliness daily.

Used independent judgement to motivate and manage performance of our hourly on-site performance Coaches. Ensured workloads are distributed appropriately and in a manner that will optimize service while ensuring completion of daily tasks. Represented the company and provided advice during client meetings when discussing performance, quality, safety, and hiring and termination decisions.

Education

DIPLOMA in COMPUTER TECHNICIAN NETWORKING SPECIALIST

HUNTER BUSINESS SCHOOL

September 2017

ASSOCIATES DEGREE in INFORMATION TECHNOLOGY

MONROE COLLEGE

June 2012

Skills

- Forklift
- Inventory Control
- Warehouse Management System
- Shipping & Receiving
- Facilities Maintenance
- Industrial Equipment Experience
- Customer service
- Desktop Support
- Groundskeeping
- Warehouse experience
- Warehouse distribution
- Windows
- Bilingual
- Computer networking
- Manufacturing
- LAN
- Mechanical knowledge
- Help Desk
- Operating Systems
- Active Directory
- Troubleshooting
- Spanish
- Technical Support
- DNS
- WAN
- Typing
- Network support
- Stocking
- 5S

- Military
- Driving
- Hi-Lo
- Cash handling
- Landscape maintenance