

George has a proven record as inventory Control Coordinator. He's certificated in Inventory Control. He has helped EBM-PAPST and Jeol USA to get near zero inventory lost. He's trained with ERP systems — like Oracle, Glovia, Cognos, and have six years experience in Japanese 5s System. George is a problem solver with excellent communication skills, certificated by Fred Pryor. He's also certificated to manage inventory and cycle counts, by NST. He shows strong computer skills on Mac & Windows to excel creating elaborated reports, lables with Microsoft Office Suite.

KEY AREAS OF EXPERTISE

Record Keeping	Shipping & Receiving	Organizing & Cleaning
Excel, Outlook, Word	Kanban	Inventory
Cycle Count	ERP Systems	Root Cause Analysis

ACHIEVEMENTS

- Organized inventory valued at \$4.5M with zero lost during 2013 and 2014.
- Combined ideas from Lean production and Kanban to established processes to find and correct 98% of inventories issues within the first 24 hour of occurrence. Reduced shipping errors and produced near zero inventory lost.
- Saved \$3,000 for Toys“R”Us in shipping expenses after unexpected computer failure.

WORK EXPERIENCE

IMPARNERS . ONLINE STORE INVENTORY LISTING - LAWRENCE, MA 2018 - 2021

- Monitored, reported, and analyzed listing performance, marketplace and KPIs.
- Worked closely with account managers. Drove sell of obsoleted inventory from 668k to 1.2 million in a 12 months period.
- Conduct inventory reconciliation and inventory audits; investigate discrepancies and adjust errors.
- Overhauled photography process to an easy to use Kanban process. Created a DAM to managed 7K images database. Effectively reduced images loading time from 18 seconds to 6 seconds reaching buyers 3X faster.

CINEFOTO . MANAGER - PART-TIME- LAWRENCE, MA 2016 - PRESENT

- Provided administrative and creative support to a team of creative professional and artists.
- Managed restaurants images DAM. Collaborate with artists to ensure obsolete marketing materials are removed in accordance with SOPs.

OSRAM . HR ARCHIVING ASSISTANT. WILMINGTON, MA. 2015 - 2016

- Assisted in planning and completing the movement of a huge - 40 years - HR filing room, to the new USA headquarters. Consolidated collections of sensitive documents accordance with OSRAM archival standards
- Initiated research and developed process aimed to reduce steps to accurate return files back to cabinets
- Lifted, carried, and shelved boxes of documents weight up to 45 lbs.

JEOL USA • SHIPPING & RECEIVING COORDINATOR • PEABODY, MA • 2007 – 2014

- Issued orders to internal customers and updated MPS/MRP Systems - Oracle, Cognos, Glovia
- Conducted inventory reports and circle count reports on local and satellite facilities.
- Picked and shipped orders with UPS, FedEx, USPS and LTD carriers.
- Provided managers with updates reports on outstanding backlog using Microsoft Office Suite.
- Managed overnight orders summited to facility by institutional accounts. Dispatched FedEx drivers.
- Designed & printed custom labels with barcodes to track parts and rolling cases

BRADLEY INT. AIRPORT, CARGO ZONE • CUSTOMER SERVICE III. WINDSOR LOCKS, CT • 2005 - 2006

- Consolidated freight from Continental Airline's Customers. Archived 95% on-time loading.
- Processed Panalpina and Kuehne & Nagel export documents and affixed label to package.
- Received, processed, and released shipments of Southwest Airlines' customer.
- Saved Toys“R”Us \$3,000 in shipping expenses after an unexpected computer failure. Broke into to office to design a series of labels and released 989 pieces of freight, otherwise would miss the plane.

NIKE • SHIPPING & RECEIVING SPECIALIST • CLINTON, CT • 2004 - 2005

- Counted and sorted incoming merchandise. Called customers to arranged for pick up.
- Verified receipt of items on requisitions, resulting in 8% faster merchandise processing.
- Prepared daily inventory of stock reports. Adjust of inventory counts. Recorded location changes.

EBM • SHIPPING • FARMINGTON, CT • 2001 - 2003

- Shipped outgoing orders. Packed and consolidated order based on packing list.
- Conducted daily inventory reports.
- Processed daily orders for UPS, Yellow, Roadway, BAX, FedEx, Panalpina, Kuehne & Nagel.

CERTIFICATIONS

- Feb. 2014, "Assertiveness Skills for Managers & Supervisors," Rockhurst University.
- Jan. 2014, "How to Communicate with Tact and Professionalism," Fred Pryor Seminars.
- Nov. 2013, Managing Inventory and Cycle Counts, National Seminars Training.
- Apr. 2006, DOT/IATA trained on HAZMAT—Delta Airline.

EDUCATION

U.A.S.D | Cum Laude, BA in Filmmaker.

SKILLS: LANGUAGES

English / Spanish
Write, Speak, Understand

SKILLS: COMPUTER

Excel, Photoshop, World, Dymo Label Design
Photography and Video