

Guadalupe Jimenez

Austin, TX 78758

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To obtain a challenging position that will allow me to utilize my communication and self-sufficient win-win attitude with management skills / self-motivation player attitude to become a part of a winning team.

Authorized to work in the US for any employer

Work Experience

Part/ Inventory Control/ Shipping/Receiving

Commercial Kitchen Parts and Service - Austin, TX

October 2019 to March 2020

Austin, Texas Inventory Control/Shipping and Receiving

- Shipping/Receiving parts that have been ordered for customers to complete their repair work and update all information into batch log
- Covered for Supervisor when not present and received all part orders and tracked all inventory within the store
- Logging Warranty / 90 Day Warranty parts for technician/Sales by placing them in a control area to be shipped on a later date when an RMA is available
- Inventory 20 technicians truck stock inventory to make sure their parts inventory matches up with the data base system inquiry
- Data entry all warranty returns from technician repair jobs into the warranty spreadsheet and place parts into the technician warranty bins
- Ship out all part returns that customers did not need, and RMA returns Warranty parts request by the factories
- Keep all Crash Boxes up to date, as well as to make sure all parts are accounted for when technicians return them, as well as replenish parts that were used in service repair jobs, and place into the secure location
- Account for all inventory within our (701) Austin site to make sure it matches with our system data inquiry
- Pull all scrap parts from technician warranty bins and sales return bin that are out of date or not required to stock by they factory and release to be scrapped and update warranty spreadsheets

Covert Buick GMC Cadillac - Austin, TX

January 2017 to October 2019

Shipping Receiving

- Receive special orders and stock Delivery Truck
- Receive shipments from UPS and FedEx and check in the packages and move them to their proper destination
- Put up Stock and make sure Inventory is accurate with count in the system
- Make sure all returns have been shipped back and placed in their proper place in the warehouse

- Pull invoices from the drivers and make sure they have their proper parts to be delivered to the customers

Service Drive Manager

Covert Buick GMC Cadillac - Austin, TX
November 2015 to January 2017

- As a Service Drive Manager, I Greeted the Customers as they drove up for the Service Appointment
- I directed the customers to their proper Service Advisor to help them receive the best quality care
- I made sure that my team was up to speed on their daily task
- I made sure all customers were treated with a sense of urgency to help them get through their appointments within a good time frame
- I directed my team and helped pull the cars that were needed for customers that were already repairs and ready to go
- I talked with each customer before leaving and making sure their service was up to par and they were happy with all the service that was completed and that it was done within a proper time frame.

Merchandiser

Canteen Vending - Austin, TX
December 2014 to 2015

- Pull and record transaction on electronic scan device from warehouse. Load truck and make sure the delivery order of various items including soft drinks and snacks are accounted for to be delivered
- Stock shelves or racks in vending machines or coolers. Collect all stale items and items that have reached the expiration date
- Performs routine maintenance on and sanitation of machines; maintains clean storeroom and vending area
- Communicate all request and complaints from Customers to Management so that they are resolved within a timely matter
- Performs other duties that are assigned by management

Warehouse / Driver

Jerry's Transmission - Austin, TX
October 2013 to December 2014

- Pull Parts from the warehouse for customer's, driver's and will call orders
- Inventory parts and make sure to notify management when parts need to be ordered
- Pick up or Deliver parts to customers and run errands for management as needed
- Verify paperwork and make sure everything is in order for all part returns and core's
- Operate a electrical power jack when needed to move pallets around in warehouse

Equipment Floor Technician/Technician

Adecco USA - Austin, TX
September 2012 to October 2013

- Sterilize and Clean IV Pumps and PCA Pump for patience needs
- Supply equipment requested by nurses and CA's for patience that are needed STAT
- Remove sleeping cots from the utility room and move to a storage room
- Move from floor to floor insuring that all equipment throughout the hospital is ready to be used
- Perform stockroom duties to include receiving, put-away, stock rotation, cycle counts, and other functions according to customer requirements
- Communicate with the supervisor any customer issues or potential problems

- Embrace Practical Process Improvement (PPI) methodologies.

Warehouse Coordinator

Briggs Equipment - Houston, TX

May 2008 to February 2011

- Issue all parts to Service Techs before they leave out to the field
- Receive stock items and confirm all parts have a correct bin location
- Input parts in the database system
- Double checked all parts were inventoried correctly in the database system and matched paperwork
- Load and Unload truck using a Forklift (Certified)

2nd Assistant Manager

Advance Auto Parts - Katy, TX

January 2008 to May 2008

- Worked to maximize profits, sales, and guest experience
- Assisted store team members to grow and succeed through strong Leadership
- Responsible in making decisions in the absence of the store manager
- Completed and applied basic managerial and leadership skills to assist management staff
- Dealt with store complaints and made sure the customers were satisfied before leaving the store

Sales/Shipping & Receiving Coordinator

Sunbelt Industrial - Houston, TX

October 2007 to January 2008

- Responsible for assisting in the receiving, unpacking, storing or delivering of any supplies
- Acquired familiarity with the various types of task associated with clerical work
- Verified that all purchase orders matched the material orders
- Investigated any discrepancies that came to surface with merchandise against order forms
- Prepared shipments for returns to vendors, delivered / picked up merchandise to customers

Facilities Supervisor

Odessa Country Club - Odessa, TX

August 2006 to October 2007

- Responsible for hiring and training new employees
- Oversaw the day to day operations and maintained the highest quality service for our customers
- Maintained the work schedule, kept records to show each employees improvements
- Ordered supplies that were needed to maintain the country club
- Met weekly with upper management to coordinate up-coming events

Loss Prevention / Scan Coordinator

HEB - Austin, TX

August 2004 to August 2006

- Utilized Loss Prevention skills to identify potential product loss sources at point of entry
- Responded to and analyzed EAS alarms to positively impact sales and customer satisfaction
- Performed scan coordinator duties as needed
- Attended to customers when help was requested
- Monitored camera's to watch for customer and employee's safety

Customer Service / Quality Control

Henna Chevrolet - Austin, TX

August 1998 to August 2004

- Assisted customers with vehicle service request
- Verified warranty coverage
- Initiated call back to customer to set up appointments for needed repairs
- Verified that customers vehicles were repaired correctly by test driving them

Education

High school diploma

Balmorhea High School

1977

Skills

- Loss Prevention
- Order Picking
- Shipping & Receiving
- English
- Freight Experience
- Packaging
- Forklift
- Warehouse experience
- Logistics
- Driving
- Commercial driving
- Pallet Jack
- Load & Unload
- Merchandising
- Mechanical knowledge
- Customer service
- Leadership
- Management
- Sales
- Management
- Management
- Management
- Management
- Cleaning
- Assembly
- Management

- Time management
- Management
- Warehouse distribution
- Supervising experience
- Delivery driver experience
- Management
- Management
- Materials management
- Automotive service
- Oracle
- Management
- Customer relationship management
- Management
- Retail management
- Dealership experience
- Management
- Painting
- OSHA
- Sage
- Retail sales
- Cash handling
- Computer literacy
- Stocking
- Inventory Control
- Store Management Experience
- Materials Handling
- Manufacturing
- Management
- Management
- Management
- Management
- Management
- Management
- Detailing
- Management
- Management
- Management
- Management
- Store management
- Management
- Box truck

- Management
- Management
- ERP systems
- RF scanner
- Car wash
- Van driver
- Spanish
- Bilingual
- Order fulfillment
- Dispatching
- Courier
- Coffee experience
- Coffee experience
- Manual transmission
- Warehouse management
- Power tools
- Construction
- Cleanroom
- Filing
- Product management
- Baking
- Cooking

Languages

- English - Intermediate

Certifications and Licenses

Forklift Certification

Non-CDL Class C

CDL A

OSHA 10