

Hermes Castillo

Inventory Assistant

Methuen, MA

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An accomplished and highly motivated professional with management skills. Proven problem solving skills with ability to prioritize, manage multiple tasks and organize workflow. Strong attention to detail, organizational, planning, and time management skills. Strong analytical, communication and interpersonal skills. Comfortable working in an extremely fast paced and, able to adapt easily to a constantly changing environment.

WORK EXPERIENCE

Inventory Assistant

Phillips Healthcare - Andover, MA- July 2015 to Present

Responsible for maintaining records of quantity, type, and value of material, equipment, merchandise, or supplies stocked in establishment:

- Counts material, equipment, merchandise, or supplies in stock and posts totals to inventory records, manually or using computer.
- Compiles information on receipt or disbursement of material, equipment, merchandise, or supplies, and computes inventory balance, price, and cost.
- Loads and unloads materials onto or from pallets, trays, racks, and shelves by hand.
- May occasionally operate industrial truck or electric hoist to assist in loading or moving materials and products.

Material Handler

Phillips Healthcare - Andover, MA - March 2014 to July 2015

Responsible for maintaining records of quantity, type, and value of material, equipment, merchandise, or supplies stocked in establishment: Counts material, equipment, merchandise, or supplies in stock.

- Loads and unloads materials onto or from pallets, trays, racks, and shelves by hand.
- May occasionally operate industrial truck or electric hoist to assist in loading or moving materials and products

Skills Used

An accomplished and highly motivated professional. Proven problem solving skills with ability to prioritize, manage multiple tasks and organize workflow

Shift Supervisor

Burger King - Lawrence, MA - February 2013 to February 2014

Responsible for assisting management in monitoring the day-to-day activities of subordinates, aiding in monitoring associate productivity, assigning responsibility for specified work and/or functional activities within the framework set by management, giving work directions, and monitoring scheduling for adequate shift coverage.

- Monitored and observes the day-to-day activities of subordinates, coordinated breaks for hourly associates, and kept management informed of area activities and any significant problems.
- Completed opening and daily closing procedure/checklists in accordance with the company policies and procedures.
- Coordinated with management for on the job training of new associates.
- Operated cash register and maintained proper security of cash at all times.
- Resolved customer complaints in a manner consistent with company policy, and with customer satisfaction in mind.
- Practiced excellent food safety guidelines and sanitation practices in compliance with the HACCP standards.

Assistant Manager

Pollo Campero - Lawrence, MA - May 2012 to February 2013

Supported the General Manager in all responsibilities; contributed ideas, thoughts, and solutions that result in increased productivity. Delivered store sales and financial objective by removing any barriers to success; maintained food service and production levels by leading staff, and by insuring that all health regulations are met.

- Supervised operations for sixty-five supported staff
- Managed inventory and ordered supplies thru vendors and distributors.
- Monitored sales, labor, cash handling.
- Assisted with hiring, new staff as well as rewarding and dismissing staff members under my supervision.
- Completed opening and closing in accordance with restaurant policy.
- Insured food safety as well as sanitization in compliance with the HACCP standards.
- Responsible for opening and closing the restaurant following checklist and procedures.

Administrative Assistant

Yankee Warehouse Inc - Lawrence, MA - August 2010 to July 2011

Responsible for providing pro-active operational support for daily customer data quality and maintained data integrity for customer accounts in an automotive wholesale distribution warehouse specializing in chemicals and aftermarket accessories.

- Managed communication with Sales, Customer Service, Finance, Accounts Receivable, Marketing and Information Systems and provided administrative support to the COO.
- Organized and provided documents, reports and information to departments and external clients in a useful and well organized manner.
- Handled and screened telephone calls, routine mail and reallocate as required.
- Order office supplies and equipment.
- Performed basic bookkeeping activities as well as prepared monthly statements.

EDUCATION

Associates in Psychology and medical assistant

Northern Essex Community College

ADDITIONAL INFORMATION

- Computer Skills: Proficient in Microsoft Office, QuickBooks, Parts Watch Software, Financial Edge.
- Language: English & Spanish - proficiency