

Jason Diaz

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Authorized to work in the US for any employer

Work Experience

WAREHOUSE MANAGER / PROCUREMENT SPECIALIST

Dal-Tile - Stamford, CT

May 2021 to August 2023

- Drives/operates forklift and equipment according to manual and warehouse protocol.
- Regulation of inventory in order to maintain quarterly stock audits and make adjustments to the inventory as needed.
- Inventory procurement between the vendor and the salesforce.
- Procurement and sales of tile nationally for bids and contracts.
- General customer service such as greeting the customer, answering the telephone, obtaining payments, processing payments, printing invoices/purchase orders.
- Oasis store system support.
- Implementing, restructuring workflow, and prioritizing jobs based on production needs and deadlines.
- Identifying inefficiencies in purchase orders while implementing sales improvements.
- Working with production vendors to fix customer problems and resolving issues.
- Working with vendors, customer service representatives, and bidders as a middle man to procure product(s) at an improved price.

Instrument Electronics Technician

NISONGER INSTRUMENTS

June 2019 to June 2021

- Rebuild, restore, and recalibrate old, worn, and rusted vintage car dashboard components for British sports cars from the 1920's through 1980's back to factory settings, such as, speedometers, temperature gauges, fuel, and tachometer and clocks.
- Custom fabrications of dashboards and small fine parts and not limited to utilizing small tools, sanding, drilling, filling, paint refinishing, sand blasting and use of table saw.
- Assist customers with instrument installations and troubleshoot errors and omission.
- Process customer phone orders, obtain and process credit card payments in QuickBooks.
- Process order shipments via UPS/FEDEX/USPS as well as receive product shipments and update the inventory software.
- Responsible for nightly closure of production area and setting the security system at end of business.

Assistant Store Manager

MANOR MARKET

January 2016 to June 2019

- Managed the registry and stockroom staff.
- Oversee receiving orders and stock control with store manager.

- Coordinate weekly staff schedule and process payroll hours.
- Balanced and recorded staff register after each shift.
- Performed financial transaction by depositing the stores daily revenue.
- Prepare store for daily opening and closing.

Store Manager

AT&T

July 2015 to January 2016

- Maintain and update customer database and referrals.
- Oversee and perform various phone and tablet repair, such as LCD/LED displays.
- Engage customers in exploring additional sales opportunities while aiding in a friendly and professional manner.
- Responsible for meeting monthly sales goals and objectives.
- Review account details with customers to resolve current balance, credits and/or discrepancies.
- Review and approval of vendor invoices for payment processing.

Shift Manager

BATTERIES PLUS BULBS

October 2014 to July 2015

- Rebuild recycled battery packs for power tools, UPS unit and children's motorized vehicles.
- Manage all store operations including, but not limited to, purchasing, receiving, inventory management, sales floor recovery, out-of-stock review, store organization and cleanliness.
- Repair broken screens and replaced battery units on iPhones, iPods, and iPads.
- Ensure merchandise are accurately price labeled, shelved, and displayed in accordance to store floor plan.
- Prepare store for daily opening and closing including thorough daily store recovery.

Records Clerk

LEASON ELLIS LLP

January 2011 to January 2013

- Track Patent/Trademark/General files and materials using RFID system.
- Find and retrieve information from files in response to requests from authorized users.
- Scan or read incoming materials to define how; where they should be classified or filed.
- Create, process, and maintain file records.
- Prepare records for off-site storage.
- Maintain file room logs to track the location of files.
- Dispose of files according to established document-retention schedules.
- Scan incoming mail and process outgoing mail/courier deliveries.
- Perform document photo copying and paperwork distribution tasks.
- Perform general office duties.

Office Clerk / Receptionist

MAIER, MARKEY & JUSTIC LLP

January 2010 to January 2011

- Assist in file management, compile records, and manage accurate billing.
- Records management of financial records and light bookkeeping activities.
- Scan incoming mail and process outgoing mail/courier deliveries.
- Retrieve files on demand.

- Perform document photo copying and paperwork distribution tasks.

Shift Supervisor / Barista

STARBUCKS

January 2009 to January 2010

- Ensure the cleanliness and sanitation of the store workstation while inspecting conditions of all coffee makers.
- Create signs to advertise store products or events.
- Greet, inspire, and indulge in customer dialogue to improve customer service moral amongst staff.
- Provide customers with coffee blend options of the day, weigh, grind, and pack coffee beans for customers, wrap, label, and date food products for sale.
- Process cash and credit card payments through the POS system.
- Place store orders, receive or stock supplies or retail products.

Education

ASSOCIATES in Computer Science

COLLEGE OF WESTCHESTER - White Plains, NY

December 2011 to June 2013

Skills

- Barista Experience
- Computer Networking
- Help Desk
- Purchasing
- QuickBooks
- Software Troubleshooting
- Records Management
- Microsoft Office
- Troubleshooting
- Technical Support
- Microsoft Windows
- Data entry

Assessments

Administrative assistant/receptionist — Proficient

June 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Basic mechanical knowledge — Proficient

June 2021

Understanding and applying mechanical concepts and processes

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.