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Objective: Seeking a position in a great work environment, where I have the ability to use my skills and work experience, to be able to grow professionally.

EXPERIENCE

Fashionphile, Carlsbad CA — Shipping Specialist

SEPTEMBER 2023 - CURRENT

- ❖ Artfully pack and ship luxury goods according to company specifications
- ❖ Accurately process and confirm each outbound order, utilizing the proper use of UPS
- ❖ Ensure accurate and efficient flow and movement of luxury designer handbags and accessories out of the FASHIONPHILE facility
- ❖ Provide assistance or direction to other departments as needed (receiving, inventory, etc.)

IHI Camston Wrather, Carlsbad CA — Production Specialist

JUNE 2023 - SEPTEMBER 2023

- ❖ Coordinating with management and warehouse throughout the day and order by order basis
- ❖ Run machine set up, operation and shut down as well as emergency shut down
- ❖ Enter job and quality information into the system
- ❖ Operate both stand up and reach forklift
- ❖ Complete pre shift safety inspections on all heavy equipment
- ❖ Respond to two way radio on a timely manner

Glanbia Nutritionals, Carlsbad CA — Material Technician

OCTOBER 2022 - JANUARY 2023

SKILLS

Bilingual quick learner

Fast adaptation to different work environments

Work professionally with others as well as individually

Very productive

Reliable team member

Clean and organized
Diligent

Self-motivated

Supervised team of 2-3 workers

Dynamics Ax

Microsoft Excel

Microsoft Outlook

LANGUAGES

Proficient in English and Spanish

- ❖ Safely and professionally operate both a stand-up, reach, and sit-down forklift
- ❖ Complete the pre-shift safety inspection on all heavy equipment
- ❖ Perform various tasks using a Radio Frequency(RF) handheld scanner
- ❖ Locate various ingredients and supplies using the company's inventory management system (SAP)
- ❖ Prepare items for blending with the proper signage per SOP requirements
- ❖ Perform inventory counts manually
- ❖ Secure upper level tier pallets by re-wrapping or transferring to a floor level bin

CUE Health, Vista CA — Inventory Control Specialist

DECEMBER 2021 - SEPTEMBER 2022

- ❖ Perform routine cycle counts across all levels of production material
- ❖ Investigate any inventory discrepancies upon completion of cycle counts
- ❖ Execute updates/changes to the inventory database as directed by change orders, such as new part or revision creations
- ❖ Communicate current and forecasted shortages in stock levels
- ❖ Initiate purchase requests in a planned and proactive manner
- ❖ Respond to material requisitions, ensuring FIFO when appropriate
- ❖ Ensure GMP/FDA/OSHA/ISO/state regulations and standards are followed
- ❖ Support Shipping and Receiving as needed
- ❖ Any additional duties as assigned

GenMark Diagnostics, INC, Carlsbad CA — Manufacturing Technician

JUNE 2020 -DECEMBER 2020

- ❖ Assemble cartridges and reagent kit components
- ❖ Follow manufacturing SOPs

- ❖ Organize and maintain floor area and supplies used during work performed
- ❖ Follow cGMP and ISO standards or guidelines as they apply to manufacturing
- ❖ Work independently and as a part of an assembly line team
- ❖ Maintain a safe work environment with respect to chemicals and equipment
- ❖ Resolve line issues and suggest improvements
- ❖ Operate all manufacturing line equipment
- ❖ Adhere to manufacturing schedule and complete manufacturing work orders in a timely manner
- ❖ Review completed device manufacturing records and work orders, identify and correct errors, and submit finished documentation for quality release
- ❖ Serve as a role model for cGMP manufacturing
- ❖ Assist with special projects as requested and perform additional duties as assigned

Prometheus Bio Sciences, Miramar CA — Material Handler II
NOVEMBER 2019 - JANUARY 2021

- ❖ Monitor material movement using various computer software applications
- ❖ Coordinate the scheduling of shipping and receiving products
- ❖ Inspect quality and quantity of supplies delivered to warehouse
- ❖ Verify that outgoing deliveries meet company quality standards and have appropriate signatures
- ❖ Coordinate with managers to maintain inventory levels
- ❖ Maintain pricing histories and other vendor information
- ❖ Audit shipments prior to packing to ensure that what is being shipped matches orders
- ❖ Pick and pack labels orders with emphasis on attention to detail
- ❖ Communicate with carriers to arrange domestic and international freight shipments
- ❖ Receive all incoming materials stored at the correct temperature. Inspect and compare with packing lists, bills of lading, purchase orders etc.

- ❖ Operate heavy equipment safely
- ❖ Communicate and coordinate promptly with customer service, manufacturing and quality control on a daily basis to facilitate customer needs.

Shipcalm, Vista CA — Material Handler

JUNE 2019 - NOVEMBER 2019

❖ Shipping & receiving/ Inventory-

- ❖ Manage and enter receipt orders for inbound materials, including part numbers used in the supply chain through to the end customer
- ❖ Communicate with customer service to identify inbound shipments using in house applications
- ❖ Communicate with various departments with information regarding vendors , customer product, deliveries, etc. to ensure minimize inventory variances
- ❖ Identify opportunities to improve warehouse layout as it relates to inventory management and worker efficiency
- ❖ Organize and audit inventory movement processes to identify potential inconsistencies
- ❖ Operate heavy machinery such as forklift or electric pallet jack

❖ Fulfillment-

- ❖ Pick and pack merchandise while matching order items to inventory items
- ❖ Apply provided product and package labels in preparation for shipment
- ❖ Thoroughly count, weigh, and measure inventory and outbound shipments
- ❖ Maintain a clean, organized and safe work environment

Stone Brewing Co., Escondido CA — Warehouse Lead

APRIL 2015 - JUNE 2019

- ❖ Responsible for maintaining inventory across multiple locations: compile and maintain records of quantity, cost and type of beer stocked.

- ❖ Required to oversee the administration of all inventory related activities such as, cycle counting, receipt issues, as well as, physical inventories.
- ❖ Required to analyze, reconcile, as well as resolve inventory discrepancies. Ensure that inventory shrinkage (which means loss of inventory due to theft, fraud, loss, damage or counting errors) is kept to an absolute minimum.
- ❖ Responsible for development of policies and procedures to minimize shrinkage.
- ❖ Responsible for keeping inventory organized in a logical manner, ensures faster and more successful shipping operations.
- ❖ Manage the RTV (Return to vendor) / reverse logistics process. Includes item documentation-tracking, adjusting, and destruction.
- ❖ Responsible for inventory at offsite locations, including reconciliation, tracking, and scraping.
- ❖ Responsible for the generation of the applicable documentation, as well as, reports, including performing a bi-weekly reconciliation for Accounting.
- ❖ Create communication and metrics reporting space utilization, root cause analysis, inventory excess, days on hand, inventory turnover, and SKU rationalization

❖ **Warehouse shipping and receiving -**

- ❖ Maintain a clean work environment.
- ❖ Follow all safety procedures wearing safety equipment and following safety rules.
- ❖ Responsibility for checking loads out and/or in and verifying load lists and products.
- ❖ Physically lift and move product to restock and repack ensuring date code accuracy and proper rotation.
- ❖ Train, coach and provide day to day direction to team members to ensure tasks are completed correctly and efficiently.
- ❖ Maintain all warehouse equipment in good working order.

❖ **Inventory control-**

- ❖ Perform safe operation of material handling equipment for the purpose of receiving, sorting, counting, tagging, picking, locating, relocating, and delivering materials with accuracy, including warehouse supplies and materials.
- ❖ Match Bill of Ladings (BOLs) and fill out master receiving and shipping logs.
- ❖ Assist in the reconciliation of inventory, load discrepancies and packaging.
- ❖ Perform proper inspection, tagging, and identification of all incoming material during receipt.
- ❖ Maintain and update accurate records of assigned inventory, handle related paperwork and follow departmental procedures, managing, performing and reconciling cycle counts.
- ❖ Standard inventory management procedures and develop necessary reports to facilitate accurate inventory counts including records of all audits, counts and adjustments.
- ❖ Conduct searches to locate products within the system and adjust records when there are discrepancies. Take steps to correct and prevent discrepancies and make recommendations for process improvements.
- ❖ Arrange warehouse in an organized fashion efficient for finding, receiving and counting, including rearranging and inventory of bulk ingredients and other materials.
- ❖ Keep warehouse areas clean, contributing to a safe and orderly working environment

❖ Packaging operator -

- ❖ Maintaining packaging lines, including starting and stopping of equipment.
- ❖ Effectively communicating with Warehouse personnel any and all goods which will need to be returned back to inventory if / when not used.
- ❖ Responsible for reporting all quality defects or issues/concerns.
- ❖ Ability to work in all assigned areas of mixed pack line; perform relief duties when required.
- ❖ Perform package change-overs on equipment as required.
- ❖ Read and understand basic ruler / tape measurements for equipment set ups.

- ❖ Perform basic preventive maintenance on equipment as needed.
- ❖ Perform basic troubleshooting on equipment as needed.
- ❖ Load corrugate, glue pellets, ink, stretch wrap, etc. into appropriate machines.
- ❖ Watch the flow of packaging materials into the appropriate machine. Clear jams if necessary.
- ❖ Ensure that all equipment is on and functioning properly prior to starting a run.
- ❖ Must do visual inspection of boxes to ensure the proper box/tray is used and the graphics on the box/tray are acceptable.
- ❖ Ensure proper coding is on the bottle, cans, and boxes/trays
- ❖ Report any major defects or quality issues to the shift lead or supervisor.
- ❖ Monitor machines while running, check to see that all bottles/cans are packed into boxes and on pallets correctly.
- ❖ Ensure that all packaging equipment and packaging area are completely 100% clean and sanitary, ready for the following day's or shift's production.
- ❖ Operate forklift in a safe and efficient manner. Stage/move/load/unload materials.

Walmart Store Inc., Oceanside CA — Backroom Lead
 OCTOBER 2011 - APRIL 2015

❖ Basic work store skills-

- ❖ The use of standard electronic tools such as printers, scanners etc.
- ❖ Knowledge of store labels and sale labels.
- ❖ Know how to search items depending on location and item numbers.
- ❖ Know how to read UPC and the checking system on hand and in transit.

❖ Store remodeling-

- ❖ Measuring distance from shelves.
- ❖ Learn how to break them apart and build them from scratch.
- ❖ Knowledge of aisle locations.

❖ Make sure the product is stocked in a designated area and priced appropriately.

❖ **Palletizing-**

- ❖ Labeling all cases with quantity and price point.
- ❖ Making a prep-sheet where all items are displayed.
- ❖ Create a bin so location can be found in the system.

❖ **Connection Sales Representative-**

- ❖ Good customer service skills.
- ❖ Making sure customers are well attended.
- ❖ Understand rate plans and cell phone contracts.
- ❖ Know how to work with cell phones and diagnose specific problems.
- ❖ Engage in conversation to figure out which product would be best for the customer.
- ❖ Know the difference between all cell phone companies and plans.

EDUCATION

Major General Murray, Vista CA — High school Diploma
AUGUST 2007 - JUNE 2011