

Judier Soto Cordero

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Ensure a position in a company that allows me to contribute my skills and knowledge for the development of the organization and my own personal growth.

#ListoParaTrabajar

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Warehouse Specialist/Forklift Operator

Precision Building Systems - Denver, CO

March 2021 to Present

- Knowledgeable and capable warehouse specialist with experience in storage and logistics.
- Strong customer service skills and in-depth understanding of the organizational needs of warehouses.
- Effective team leader who has previously managed a team of eight warehouse associates.

Covid-19 Logistics Specialist

Constellis - Erie, PA

March 2021 to May 2021

- Maintained controls on all materials in coordination with internal personnel.
- Operated all material handling equipment safely and efficiently.
- Analyzed end-user requirements and potential improvements in coordination with logistics team.
- Provided technical support and training to all junior staff.
- Maintained and updated running purchase orders and verified contents on a regular basis.
- Upheld all safety regulations in freight loading and unloading.
- Reported all shipment shortages and damages to management.

Retail Sales Consultant

AT&T - Hatillo, PR

January 2019 to July 2019

welcoming customers, approaching potential buyers, offering advice, recommending products, explaining user instructions, collecting payments, and handling customer complaints.

Sales Representative

Commsense call center - Aguadilla, PR

August 2017 to April 2018

Obtain knowledge of products. Complete monthly sale goals. Maintain a positive attitude. Create and maintain customer relationships.

Quality Control Supervisor

Superior Disaster Relief - Ponce, PR

January 2017 to January 2018

- Provides feedback to the employee and department managers on the employees' performance of job responsibilities
- Work closely with the manager to identify and resolve performance issues/opportunities of the team members as they arise
- Supervises all staf, provides work direction, performance reviews, and coaching to team
- Assist in properly training staff to execute the correct Quality inspections an meet company standards
- Assist in scheduling staff, cutting staffing levels, to reduce overall payroll expenses
- Performs any duty requested by Management to ensure the effective and efficient Quality operations
- Assist Manager on Duty in scheduling inspections
- Maintained controls on all materials in coordination with internal personnel.
- Operated all material handling equipment safely and efficiently.
- Analyzed end-user requirements and potential improvements in coordination with logistics team.
- Provided technical support and training to all junior staff.
- Maintained and updated running purchase orders and verified contents on a regular basis.
- Upheld all safety regulations in freight loading and unloading.
- Reported all shipment shortages and damages to management.

Logistics Specialist

Administrative Assistant/Recruiter

Univeristy of puerto rico aguadilla - Aguadilla, PR

January 2013 to June 2017

- Doing administrative and clerical tasks (such as scanning or printing)
- Preparing and editing letters, reports, memos, and emails
- Running errands to the post office or supply store
- Arranging meetings, appointments, and executive travel
- Answering phone calls and taking messages
- Maintaining folders on servers
- Managing student records

EHS Specialist

Hewlett Packard Enterprise - Aguadilla, PR

January 2017 to May 2017

- Organize, replace and modify MSDS format to Safety Data Sheets
- Monitored the use of adequate PPE in manufacturing and waste disposal program

Education

Bachelor of Environmental Technology in Environmental Technology

UNIVERSITY OF PUERTO RICO AGUADILLA CAMPUS - Aguadilla, PR

2011 to 2017

High school diploma

MANUEL MENDEZ LICEAGA HIGH SCHOOL

May 2011

Skills

- Telemarketing
- Employee Orientation
- Recruiting
- Spanish
- Clerical Experience
- English
- Manufacturing
- Presentation Skills
- Microsoft Word
- Office Management
- Administrative Experience
- Management
- Cold Calling
- Management
- Event Planning
- Sales
- Customer service
- Microsoft Powerpoint
- Microsoft Outlook
- Account Management
- Interviewing
- Negotiation
- Logistics
- Materials Handling
- Warehouse Management

Additional Information

Customer service, language proficiency (English / Spanish), knowledge in Microsoft Office programs (Word, Excel, PowerPoint), interpersonal relations, orientation, ability to work under pressure, responsible, organized and punctual. Knowledge in environmental health and safety, environmental regulation, air quality analysis, water quality analysis and solid waste management. Inspection of emergency power plants and water treatment.