

Marbella Perez-Arzeta

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PROFILE SUMMARY

I am a well-versed Inventory and warehouse associate with great understanding in developing and implementing procedures to ensure adequate inventory levels, safe equipment handling and performance. Proficient in identifying and optimizing common inventory items, overseeing incoming and outgoing shipments, and determining space requirements. Customer representative via phone regarding purchase orders verifications. Schedule drivers for order deliveries. Forklift experienced and dock work.

EDUCATION

Phoenix Community College, Phoenix | Feb 2020 – May 2021

Associates in Accounting (in progress). Certificate in Supply Chain Management (In progress)

Technical/Trade Certificate, RSI, Phoenix | Jun 2006 - Jun 2007

HVAC, chemical hazard 101, electrical, mechanical, hydraulics, and refrigeration

North High School, Phoenix | Aug 2002 - May 2006

H.S. Diploma

CORE QUALIFICATION

- Confident helping customers regarding item, invoice and shipping issues. Escalated issue to proper departments.
- Competent in controlling inventory levels by conducting physical counts and maintaining records of all inventory and stock within the warehouse.
- More than five years experience maneuvering forklift, cherry picker, bendi and electric pallet jack.
- Strong problem-solving skills with the ability to anticipate potential issues and suggest creative alternatives to overcome barriers.
- Familiar with creating and maintaining storage spaces for incoming shipments and ensuring that location information is properly included using RF scanners or similiar
- Confident mantaning manufacturing and reach equipment with basic maintenance
- Inspect loading operations to ensure compliance with shipment specifications.
- Demonstrated ability to handle confidential information, with strong ethical conduct and personal and professional integrity.

KNOWLEDGE AND SKILLS

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|--------------------|-------------------|-----------------|------------------------------|
| ▪ Heavy Equipment: | ▪ Inventory | ▪ Training & | ▪ Regulation and Compliance |
| -Raymond | Reporting | Development | ▪ MS Outlook usage |
| -Crown | ▪ Detail Oriented | ▪ Records- | ▪ Microsoft Excel |
| -Yale | Customer | keeping | ▪ Shipping labels (Fedex and |
| -Toyota | Support | ▪ Auditing | UPS) |
| -Class 2 Bendi | ▪ Performance | ▪ RF Scanner | |
| (Turret Forklift) | Monitoring | ▪ Dax365/Oracle | |
| ▪ Dock Receiving | | | |

PROFESSIONAL WORK EXPERIENCE

Machine Operator/Material Handler

Jan 2023 - Present

Pepsico Beverage

4140 E Raymond St

Phoenix, AZ 85040

Phone: (602) 437-7000

- Operate and monitor production line(s) to ensure efficiency
- Remove or shift materials and/or finished products to facilitate proper flow
- Ensure package and product quality
- Level 1 Quality Check on product before full production run (Ingredients levels, bottle pressure check, water purity)
- Prepare material and change over to new production (Switching from 20z sodas to 2Liters)
- Perform preventative maintenance
- Operate all manufacturing equipment (including new technologies) efficiently and safely
- Clean equipment and area before, during, and after shift
- Maintain clean work area through good housekeeping practices
- Expedite repairs to line, working with maintenance as necessary
- Keep daily records of down time and machine operations

Inventory Clerk 2

Sep 2018 - Nov 2022

Humana (Centerwell)

4302 W Buckeye Rd

Phoenix, AZ 85043

Phone: (602) 442-0800

- Used QmSi software to allocate orders, create locations, update product size, and used Cubic Scanner to update product dimensions before replenishing to locations.
- Communicating with Buyer, Inventory Analyst and Front line Supervisor when orders need to be expedited, item/NDC issues addressed and substitutions/alternatives for our clients.
- Weekly inventory check and forecasting on shipping boxes, shipping bags, labels, printer paper. Create purchase orders for inventory re-orders.
- Reviewed and adjusted inventory plans for substitutions, dormant and excess items, and expirations leading to savings for the company.
- Verified POs and match NDC/physical inventory received for the day.
- Addressed discrepancies such as mixed bottles, and different product names.
- Train new warehouse associate how to cycle count and locate missing product using inventory software, take recall medications out of location and have them ready to be returned.
- Read variance report to find what product were cycle counted out, look into backlogs for where the products were last moved within the warehouse.
- Use forklift equipment if the product is out of reach, also train and certify new associates in forklift/cherry picker.
- Help with inbound and outbound dock associates when needed.

Inventory Lead and Trainer

July 2018 - Sep 2018

Chewy Distribution (Temp)

255 S 143rd Ave,

Goodyear, AZ 85338

Phone: (623) 932-8100

- Monitor and validate all inventories, perform cycle count of all products and perform monthly short-dated checks.
- Daily meetings with inventory clerk team on performance and assignments
- Researched discrepancies such as the wrong size, and wrong NDC in location and relocate to correct areas.
- Create purchase orders for inventory department supplies.
- Organize raw materials and communicate with inventory management on weekly forecast of materials
- Processed damaged and expired goods found throughout the facility and keep an active log of damaged goods.
- Corresponded with inventory management and buyers to rectify problems, such as damages, shortages, or delays in deliveries.

2nd Warehouse Associate

Aug 2013 - Jun 2018

AmerisourceBergen

1825 S 43rd Ave

Phoenix, AZ 85009

Phone: (610) 727-7000

- Operate cherry picker and electric pallet jack (Either Crown or Raymond)
- Verified product received against receiving documents and reports discrepancies and any obvious damages to both supervisors/leads
- Performed daily duties, such as order puller, shipping and receiving, and dismantling; maintained company records, stocked storage, and always worked as a team member.

2nd Lead Printer Operator

Aug 2011 - Apr 2013

Shutterfly

4410 East Cotton Center Boulevard

Phoenix, AZ

Phone: (602) 659-4800

- Operated machinery as well as train new associates on the Acoro binder, Horizon Soft Binder, Polar cutter, and Commercial Horizon stitcher.
- Pre-check before starting machinery, test run and quality check demo product prior to initial mass production of product such as books, cards, photo.
- Experienced in packaging, shipping and returns.
- Skilled in operating Bindery and Finishing equipment including Muller Martini. Digital Print/Press equipment including HP Indigo and glosser.
- Provided general maintenance on equipment and follow safety procedures to ensure a safe work environment.
- Record logs for daily, weekly and monthly maintenance.
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ESC Consultant Tier 1 (part-time)

July 2010 – March 2012

Percept IS

9831 S. 51st Street, C-108

Phoenix AZ, 85044

Phone: (480) 598-3910

- Provide first level technical support to our client's end users via phone, chat email and web submission. Troubleshoot multiple computer platforms: Macintosh, Windows and PDAs. Provide first level support for multiple enterprise application including Oracle, calendar/scheduling, word processing, spreadsheets, presentations, Learning Management Systems (Blackboard, WebCT, Sakai, etc.) Internet browsers; as well as department-specific specialized applications.

Assistant Manager

Sep 2008 – July 2010

Domino's Pizza

709 E Guadalupe Rd

Tempe, AZ 85006

Phone: (480) 491-7272

- As an assistant manager at Domino's, I make sure drivers are routed, deposits are done, next week schedule made, maintain ideal labor variance, projecting sales and food order, inventory counted at closing shift, customer are satisfied with their order. Interview drivers/csr to meet staffing needs.
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