

# Ramon Gomez

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## Objective

To join a successful and growing company that can utilize my leadership skills in Warehouse and Customer Service areas. My experience is heavily concentrated in Customer Service, Logistics, and Inventory Control of Finished Goods and Raw Material. Have over 20 years of Shipping and Receiving experience. I feel my customer service experience with both external and internal customers will benefit any company that employees me.

## Experience

09/21 to 03/22

### **A1'Alloys Metals. San Ysidro, CA.**

#### **Warehouse Shipping & Receiving Clerk**

- Received all freight coming in using a forklift, double check items with packing list.
- Write item number and po on all incoming shipments.
- Pick up pick list from the office and pull accurate inventory and get it ready to ship out via ups fedex or freight.
- Measure actual size for the pick list and cut off the size that's shipping and restock the remaining.
- Write down sales order and item number, customer name on all items that will be shipping out.
- Help delivering orders to local customers when there's a back log for the day to keep our customers satisfied on our on time delivery.
- Do inventory checks for inside sales to make sure our inventory is available.

07/20 to 10//21

### **Food Bank San Diego, CA.**

#### **Warehouse Shipping & Receiving Clerk**

- Pulled and palletize 15 to 25 orders on a daily basis.
- Wrap an label all orders shipping out with customers information.
- Stage pallets by customer and po numbe and dates..
- Organized inventory by product code.
- Prepare inventory locations once a month for our monthly physical inventory.
- Maintain clean our food locations ( dry , freezer , cooler ).
- Help unload incoming shipments, verify qty and product with packing list, put away once verified to its proper designated are ( dry , cooler or freezer ).
- Help out with receiving daily customer donations and move to volunteers area to get sorted by product type.
- Help on loading our daily shipments on our trucks by verifying our packing list with products and quantities.
- Maintain a good clean environment for our weekly walkthrough audit.

01/20 to 06/20

### **ODU North American Logistics Inc. San Diego, CA.**

#### **Warehouse Shipping Clerk**

- Perform daily shipping transactions in GE Oracle data base.

- Double check pick list with parts pulled to maintain a accurate inventory.
- Perform daily shipping transactions in GE Oracle data base.
- Double check pick list with parts and packed to get ready for shipping.
- Process shipping labels for domestic and international shipments via Ups, FedEx, DHL and freight carriers when shipping on pallets.
- Ensure all shipping paperwork is submitted and correct.
- Manage expedited packages to ensure same day shipping.
- Effectively communicate with logistics carriers and freight forwarders for daily pick Ups.

01/19 to 12/19

### **Volkl Tennis Solana Beach, CA.**

#### **Warehouse Manager**

- Executed Daily operations to optimize customer shipments.
- Tracked incoming and outgoing inventory.
- Affixed shipping labels on cartons with all shipping information included.
- Communicated with supervisor to get everything done in a timely manner.
- Maintained inventory of outgoing shipping and receiving items via data base entries.
- Process daily shipments via Ups ,FedEx Dhl and freight carriers as needed.
- Print out pick list using Erpln, pull items on the order double check the items with the order before packing, process shipment via ups , FedEx or dhl etc.
- Received RMA returns from customers work with Manager to see of the product is under warranty.
- Re-stock inventory racks when needed.
- Received all incoming freight, label each item with item number and qty, double check with packing list and assign a physical location in the warehouse.
- Help customers when they come in the warehouse to pick up and order.
- Keep inventory at 100 % running daily cycle counts, checking daily shipping and receiving documents.

01/18 to 01/19

### **Temp Agencies San Diego, CA.**

#### **Aerotek – Select – Precise -BaronHr -Volt**

- Working as a temporary employee for the below temp agency's.
- Working in shipping and receiving, inventory control, packing etc.

08/13 to 11/17

### **Thanks A Million San Diego, CA.**

#### **Warehouse Manager**

- Audit Shipping documents daily.
- Get quotes from different freight carriers and pick the best quote for the company.
- Contact freight carriers for local and Intl pick ups.
- Stage orders by due date for our production team daily for a total of 6 to 8 workers.
- Replenish hangers & packing material etc, (What ever is needed for production before the start packing , that way our production line will not get stop at any time.
- Take Inventory of the packing material and hangers to make sure our production team will not stop at any time due to low inventory.
- Provide a monthly inventory report for accounting,

- Process daily cycle count of good and ban inventory.
- Run reports to see how many orders we have in production.

08/10 to 08/13 **Ikea CA, LLC San Diego, CA.**

**Receiving Coordinator**

- Coordinate the unloading of the daily trucks, label each pallet that comes out of the truck strap each pallet that will go into a location and mark the ones that will have to go out to the floor.
- Work with self serve department in keeping all the locations stock with merchandise for the customers.
- Process inventory transaction in MHS system
- Work with replenish department to stock the store and have it ready before they store opens.
- Assisted management with the training and supervision of new employees
- Consistently project a very professional image for our customers.

08/10 to 04/11 **Parkloft Condominioms San Diego, CA.**

**Frontdesk Assistant / Security**

- Provide excellent service for our Owners by answering phone calls, setting appointments, greeting owners upon arrival and several other duties.
- Assist in maintaining a professional front desk and reception area.
- Inventory and stock all boxes coming in for our owners and tenants that live here.
- Make a daily log of the packages that have not been pick up by the owners.
- Patrol all 11 floors, garages, sidewalks and courtyard to make sure our owners and tenants are safe.
- Have all guest and vendors log in for security reasons.

03/06 to 09/28/08 **Lambda Americas San Diego, CA.**

**Warehouse Operations Supervisor / Logistics Coordinator**

- Supervised and provided training for 6-8 personnel in receiving, inventory Control, cycle counts and all shipping areas in the warehouse.
- Contact freight carriers for local and Intl pickups.
- Audit Shipping & Receiving documents and cycle count.
- Worked with all departments in corporate building to address warehouse issues and corrective actions. (Shipping Errors, Inventory, Receiving discrepancies, RMA Backlog, Credit Returns.)
- Worked with the Quality Department to improve our packaging issues, stocking & damaged units and boxes.
- Processed RMA (customer return) receipts and shipments and helped Sales Admin. Determine warranty and helped in other misc. processes in RMA area.
- Helped to prepare and assisted Warehouse management in conducting 3 wall to wall physical inventories.
- I am responsible for month end revenue shipment processing to achieve monthly goal. This involved meeting goals and deadlines via daily weekly planning with my Supervisor.

- Maintain inventory accuracy for up to 98.5% by using daily cycle counts, consolidating and running Inventory reports and using metric measurements and constant training of warehouse personnel.
- Well versed in all aspects of domestic and international inbound/outbound shipping.
- Worked with freight carriers to help track and address any type of problem with shipments.  
Worked with Purchasing Department, Sales Department and Repair Department to solve and provide follow up for urgent parts.

9/98 to 3/06

### **Astec Power Carlsbad, CA.**

#### **Account Administrator / Warehouse Receiving Lead**

- Supervised and provided training for 3-4 personnel in receiving, inventory control, and shipping areas in the warehouse and Provide training for the use of UPS, DHL, FEDEX, All LTL Freight Carriers, Domestic and International shipments.
- Work with Philippines, China, Canada, Sweden, Mexico and other international country's, to import and export power supplies going for repair.
- Prepare and Provide Invoices and packing slips for US Customs and send them via email and fax.
- Email tracking numbers and status to our customer on all repair units. (Using Serial numbers to identify each unit that we repair and ship back to our customer).
- Processed work order, p.o. receipt, cycle count, and shipping transactions in Finished Goods
- Processed RMA (customer return) receipts and shipments and helped Sales Admin. Determine warranty and helped in other misc. processes in RMA area.
- Helped achieve and maintain corporate acceptable inventory accuracy at 98% or better for 6 years by using metric measurements and constant training of warehouse personnel.
- Worked with the Sales Dept. and the Product Support Dept. to address warehouse issues and corrective actions.
- Was responsible for month end revenue shipment processing to achieve monthly goal. This involved meeting goals and deadlines via daily weekly planning.
- Well versed in all aspects of domestic and international outbound shipping.
- Helped to prepare and assisted Warehouse management in conducting 5 wall to wall physical inventories.
- Worked with Mexico Manufacturing plant to process raw material export declarations and address inventory discrepancies.

### **Education**

- Gradúate México (Tijuana Baja California.)
- Attended Cal State San Marcos For The Following Courses:  
Course 2150 - Microsoft Windows 2000 Designing a Security -Enhanced  
Course 2151 - Microsoft Windows 2000 Network and Operations Essentials.  
Course 2152 - Implementing Microsoft Windows 2000 Professional and Server.  
Course 2153 – Implementing Microsoft Windows 2000 Network Infrastructure.  
Course 2154- Implementing and Administering Windows 2000 directory services.

### **Skills**

- Computer Experience: Proficient with Windows 2003 professional 2000, 98, 95 Etc.
- Microsoft Outlook, Word, Excel, Lotus Notes, Power point.
- Financial data base trainer in MANMAN HP, Oracle, SAP, MHS and ERPLN.
- Bilingual (English and Spanish).
- Data Entry proficient.
- Strong understanding of shipping and receiving processes.
- Good experience working in a warehouse environments.

## **Training**

- Cycle Count Basics and Physical Inventory Stock seminar
- Export and Import one day seminar Los Angeles CA.
- 5S Quality Process System Certified
- Certified Fork Lift Driver since 1996 (no accidents)
- CPR Certified