

Ramon Santiago Jr

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Graduate of Curie Metropolitan High School- Chicago, IL

Applied Materials - 2021- present

Material Coordinator/ Forklift Driver

- Sorting materials, and consolidating in to one location
- Unload trucks and put away materials
- Complete work orders
- Organize items so that big racks are clear of small items to make room for big items
- Clean area prior to leaving work for walk throughs
- PIV Certified Driver - Dock Stocker, Order Picker, Swing Reach, Walkie, Wave Picker, Hyster
- Knowledgeable with RF Guns

Flextronics 2016-2021

Material Handler

- stocking materials,
- checking invoice accuracy
- detecting missing products
- operating handling equipment such as forklifts, and filling orders.

Sam's Club -2015-2016

Overnight Stocker/ Warehouse Associate

- Aptitude to work in a fast paced distribution environment while meeting hourly established distribution quotas and performance standards
- Maintain and develop a productive warehouse by hiring, training and providing professional development for all of its associates
- Performs all work in accordance with established safety standards and adheres to all safety policies, rules, regulations and procedures
- Provide work direction to Warehouse Workers to ensure the warehouse runs smoothly
- Make specific adjustments to production machinery to ensure quality control and efficiency of production work
- Perform stock consolidation as necessary to improve inventory performance and accuracy
- Perform all work in accordance with established safety procedures

TexCon Oil 2015-2016

Warehouse Associate/Cashier

Ensure that customers are able to refuel their vehicles and assist them if necessary

- Operated cash register for store
- Maintained thorough knowledge of store merchandise to provide helpful assistance to customers
- Ensures **product** section is well stocked for customers.
- Assist in receiving, storing, and stocking products.
- Assist in ordering and maintaining inventory control.
- Assist in receiving and unloading of merchandise.
- Observe all store rules and Company Policies.

Flextronics 2010-2015

Lead Warehouse Associate

- Assists with the development of performance-improving enhancements such as web-based applications and other continuous improvement activities
- Establish and maintain communication with Facility Manager and Operations Manager
- Manage and supervise projects as directed by Facility Manager or Operations Manager
- In addition to the essential job functions described below, all associates will perform duties as requested by management
- Assist with the development of employees

- Assist Supervisor/Manager in the supervision of warehouse personnel to ensure safe, clean, and efficient operation of the distribution facility
- Make recommendations on programs to improve Distribution Center operations

Skills

- Highly motivated self-starter and team player with strong attention to detail and the ability to prioritize multiple tasks in a fast-paced environment
- Knowledge of general policies and procedures, including safety and security measures, and the ability to practically apply such knowledge
- Ability to work accurately with a strong attention to detail
- Good knowledge of basic computer programs such as Microsoft Word, Excel, and data entry
- Knowledge of inventory control methods and procedures, and the ability to apply such knowledge to practical situations
- Ability to use good judgment in order to carry out detailed instructions
- Proficiency with numbers and strong basic math skills
- Extensive product knowledge or the ability to obtain product knowledge
- Dependable, honest, quick learner, good communication skills and team player
- Highly dependable individual demonstrating key values including Teamwork, Integrity, Honesty and Accountability