Raymond Cordova

CMG Submittal

WORK EXPERIENCE

Logistics Coordinator

Atlas Copco Construction Mining Technique USA LLC - Commerce City, CO - May 2015 to February 2016

Responsibilities

Preparation of logistics plans to support all relevant operations within the programmer or project. Establish and maintain logistics reports sufficient to support their needs and in full compliance with security and other regulations. Oversee recruitment of stores handling staff and office support staff members as required in respective regions. Assistance in provision of logistics support to other staff by arranging land and air-travel, including security clearance for daily/weekly missions. Assign duties to drivers ensuring timely services, issuing fuel, recording log-books and maintenance, repair and recovery of vehicles. Ensure regular radio reporting procedures are maintained consistent with regulations, including local security measures. Maintenance of accurate stores records and accounts through sound audit and stock-take procedures. Also handled technical troubleshooting within an enterprise environment, including system crashes, slow-downs and data recoveries. Trained departmental staff in the use of company systems and applications, providing ongoing support. Installed applications and coordinated some hardware / software upgrades.

Inventory Control Specialist

Shamrock Foods Company - Commerce City, CO - April 2012 to May 2015

Responsibilities

Locate, pick and pull, wrap & palletize inventory and materials. Perform daily inventory management duties consisting of cycle counting, RF scanning, maintain database records and systems. In addition, quality control, damage inspections and process all invoices and RTV's (return-to-vendor). Operate forklift and pallet jacks in accordance with stocking, loading and unloading and on-site transportation. Responsible for material handling, shipping and receiving, inventory control, data entry, assist customers, vendors and contractors. Consistently sustain warehouse and dock efficiency and productivity. Maintain accurate records and distribute them accordingly. Ensure all safety protocols are sustained on a daily basis. Provided networking/desktop support and account maintenance tasks. Quickly learned and mastered new technology equally successful in both team and self-directed settings and proficient in a range of computer systems, languages, tools and testing methodologies.

Mechandiser

Coca-Cola Refreshments - Denver, CO - August 2011 to February 2012

Responsibilities

Responsible for traveling to different locations assigned each day to replenish shelves with various Coca-Cola products utilizing pallet jacks and carts to perform this function. Interact daily with Product Manager to receive display requirements, unscheduled delivery changes insuring customer needs and demands are met. Required ability to lift 50lbs.

Produce Manager

Save a lot - Denver, CO - February 2009 to October 2011

Responsibilities

Responsibilities include product planning, product ordering, design displays and proper storage of product, and backup cashier and stocker. I also cull through all produce keeping area neat and clean at all times. Additional responsibilities include knowledge of pricing and products offered by competition including target demographic. Mandatory forklift operating and safety procedures acquired. Attention to detail, analytical thinking, and excellent customer service.

EDUCATION

Associate in Accounting

Parks College - Thornton, CO
2004 to 2006

Diploma in Financial

Alameda High School - Lakewood, CO
2000 to 2003

SKILLS

Inventory management, Oracle, Linux, OS X, Android, Microsoft Windows , Excel, Access, QuickBooks, On base, Outlook, Lotus notes, Vision, Power point, Publisher VMware data director, Credit/debit billing, Accounting, Desktop Support, Purchasing/purchase- forecasting, Bookkeeping, Inventory management, (6 years), Linux (2 years), Ms Word (10+ years), Microsoft (10+ years), Oracle (3 years), Data Entry (2 years), Account Management (5 years)