

Richard Muniz

Longmont, CO

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Work Experience

Inventory Control Specialist

McLane Company - Longmont, CO

August 2018 to January 2023

Cycle count product on a quarterly basis cycle count diff departments product on a daily basis upon supervisors request. Perform audits deconstruction of out of date products, count cooler and freezer product as well as all product in the warehouse. Verify inbound product was correct, construct and make a new slot assignments for selectors as needed by the supervisor into the database on Microsoft word excel, and a McLanes, interior program Pallet, jack and forklift certified.

Certified Dialysis Technician

American Renal Dialysis Center - Longmont, CO

August 2014 to July 2018

Assembling and maintaining dialysis machine functions and making sure machine was working correctly testing machine disinfecting machine properly. Making sure the highest safety and cleanliness to the standards of the state when operating machinery.

Stockroom Lead

NEOTech - Longmont, CO

June 2008 to September 2014

Control of inventory stockroom with \$14 million worth of parts. Good employee supervisor relationship maintaining security a government issued Parts physical inventory counted every 90 days cycle counts done on a daily basis. Adjustments of cycle counts done on a daily basis adjustment of daily parts that were not correct finding discrepancies and determining reasons of discrepancies. managing of stockroom employees making sure jobs were done in a timely manner and scheduling employees to work the correct hours.

Stocker

McLane Company - Longmont, CO

March 1997 to May 2008

Order selector for different departments selected product in candy department for two years stocked in candy department for a year selected in grocery for a year went to receiving on Night Shift for seven years received on both freezer and dry dock forklift stocked on both night and dayshift.

Education

High school diploma

Victor Valley High School - Victorville, CA

September 1993 to March 1995

Skills

- Inventory Control
- Shipping & Receiving
- Order Picker
- Microsoft Word
- Warehouse Experience
- Order Picking
- Supervising experience
- Customer service
- Assembly
- Windows
- Medical office experience
- Communication skills
- Organizational skills
- Quality control
- Management
- Microsoft Office
- HIPAA