

Rudy Garcia

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Authorized to work in the US for any employer

Work Experience

Inventory Associate/Product Flow

Best Buy - Boulder, CO
November 2012 to February 2021

- Conduct inventory of products for accuracy, transparency, and accountability.
- Executed a high pick rate of > 98% accuracy within a fifteen (15) minute timeframe to fill customer dot com orders. Dot com orders accounted for 60-65% on average of store revenue the past year.
- Utilize a suite of computer applications (Oracle-based business software platform) in order to promote synergistic relationships surrounding product flow between client and store services with regard to inventory.
- Administrated timely processes for receiving and shipping product with results of improved inventory stock and reduced shrinkage to a rate < 2.7%.
- Efficiently used communication channels (company email, multi-line phone, and walkie headset) for immediate or technical response to customer concerns or internal company queries.
- Adhered to document confidentiality when using office equipment for print, fax, and scan.
- Ordered operations supply for warehouse and recycled electronics; heavy lifting required.

Porter

The Finishing Touch - Boulder, CO
August 2011 to June 2012

- A company that provides cleaning services under a custodial contract agreement with the Boulder (Main) Public Library.
- Cleaned all areas of the library; performed physical lifting of shelf and rack fixtures including boxes of book donations.
- Collected check-out materials from public library book drop-box locations; set-up meeting area for library events.

Administrative Assistant

University of Colorado Denver - Denver, CO
April 2010 to July 2011

- Temporary contract job assignment through third-party vendor (Temps-R-Us).
- Front desk/Reception duties for foreign student and study aboard student population.
- Collected admissions documentation and completed data entry in legacy SIS and CU-SIS.
- Acknowledge visitor office appointment arrivals to appropriate staff member.
- Verified and validated proof of documentation for admission to a university program under foreign student visa.

- Adhered to confidential storage and secure access to student records, both database and hard-copy files, as enforced by office legal team.
- Transacted the completed student file with appropriate departments for issuance of Form I-20 for foreign student travel into the U.S.
- Proper documentation of student sponsorship.
- Performed office receptionist duties including room scheduling by calendar reservation and group meeting notification.
- Collected, sorted, and distributed office campus and USPS mail along with expedited courier (FedEx) mail.
- Handled multi-line office telephone and email communications; Performed printer, fax, and scanner services.
- Utilized MS Outlook, MS Word, MS Excel, and CU-SIS.

Education

Bachelor's Degree in Latin American Studies

University of Texas at Austin - Austin, TX

Associate's Degree in Liberal Arts

Del Mar College - Corpus Christi, TX

Skills

- Heavy Lifting
- Oracle
- Order Picking
- Library Services
- Forklift
- Microsoft Office
- Document scanner
- Office Copy Services
- Office Fax Machine
- Computer e-Fax
- Order Picker
- MC-52 Hand Held Device
- Employee Toolkit (ETK) Applications
- Procurement Services/ State A-Card Purchases
- Office Multi-Line Telephone
- Shipping & Receiving
- Quality Assurance
- Inventory Control
- Packaging
- Microsoft Outlook

- RF Scanner
- Materials Handling
- Freight Experience
- PeopleSoft
- Pallet Jack
- Customer Relationship Management
- Databases
- Spanish
- English
- Customer service

Languages

- Spanish - Fluent

Certifications and Licenses

CU: Fiscal Code of Ethics

June 2011 to May 2012

CU Fiscal Code of Ethics is updated per departmental request. Required of departmental office personnel in order to handle University of Colorado fiscal affairs.

CU: HRMS Fundamentals

June 2011 to May 2012

University of Colorado Human Resources Management System. Introduction to the use of PeopleSoft/ORACLE based system for employee portal and computer-based training. HRMS is generally the means for the institution of higher learning to manage HR business processes.

CU: ISIS Campus Community

June 2011 to May 2012

Certified in use of Customer Relationship Management (CRM) in CU-SIS. Familiarity with CU-SIS navigation pane in order to manage contact with university students. Re-certification was based on departmental request.

Assessments

Administrative assistant/receptionist — Familiar

March 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Familiar](#)

Data entry: Accuracy — Proficient

March 2021

Entering data quickly and accurately

Full results: [Proficient](#)

Scheduling — Proficient

April 2021

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.