

# (SEL) SANDRA LOZANO

Tomball, TX 77375

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(281)744-1119

## Professional Summary

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### PROFESSIONAL SUMMARY:

- MFG: Proven ability to manage & maintain all Parts Room, Stockroom, Tool Room, Warehouse inventory, coordinate shipments, and ensure timely delivery of materials.
- Detail-oriented & professional w/ experience data entry, inventory management, labeling, organizing boxes, shipping & receiving, tracking purposes.
- Skilled physical data entry: including sales order, purchase orders, warranty claims, work orders, inventory tracking into various software systems.
- Strong organizational skills w/ experience in creating and maintaining Excel spreadsheets to track orders and inventory.
- Excellent communicator, capable of resolving issues with vendors and cross-department teams.
- Committed to following safety protocols, used of PPE protection and maintaining a clean and organized work environment.

Authorized to work in the US for any employer

## Work Experience

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### **MFG PARTS ROOM / PURCHASE / WARRANTY ADMINISTRATIVE ASSISTANT**

AIRTRON HEATING & AIR CONDITIONING HVAC SERVICES-Houston, TX

August 2022 to April 2024

- Purchase Orders: Verified, created & edited in Dynamics SL Solomon ERP software, ensuring accuracy vendor details, item descriptions, costs, delivered by promised date
- Quotes: Emailed, & scan request to vendors to get best pricing.
- Vendor Copies: Scanned & Emailed copy of purchase order to correct vendor location ensuring the parts get shipped & delivered by promised date.
- Public File: Scanned and organized all purchase order documents in a digital public file server by vendor name, month & year.
- Excel: Created and maintained spreadsheets to track all purchase orders, inbound stockroom & outbound warehouse inventory.
- Parts: Managed, pulled, scanned, and distributed all Parts room inventory items, including all A/C HVAC parts to techs based on work orders.
- Trucks: Pulled, organized, restocked materials for all technician trucks, including start-up materials for all new construction-built homes.
- Warranty Claims: Verified, documented, tagged, filed warranty parts claims: ensuring correct p/n, serial #'s, & qty based on products brands bought in by technicians on a daily basis.
- Tanks: Issued, tracked, recovered all Acetylene, Nitrogen, Refrigerant tanks, by maintaining record log by Date, Tech's name, Id tags.
- Inventory: Participated in quarterly inventory counts and reported discrepancies to supervisor.
- Reporting: Reported all issues and discrepancies to Supervisor.
- Documents: Scan, emailed, filed or destroyed documents, ensuring proper organization

## **MFG PARTS ROOM / PURCHASE / WARRANTY ADMINISTRATIVE ASSISTANT**

RENT-A-CENTER (REPAIRED WARRANTY MFG WAREHOUSE)-Houston, TX

August 2014 to July 2020

- Parts Room: Managed, pulled, scanned, and distributed all inventory items, including all appliances, electronics parts to techs based on repaired work orders.
- Purchase Orders: Verified, created & edited in JD Edwards ERP software, ensuring accuracy vendor details, item descriptions, cost, & promised date.
- Vendor Copies: Scanned & Emailed copy of purchase order to correct vendor location ensuring the parts gets shipped & delivered by promised date.
- Public File: Scanned and organized all purchase order documents in a digital public file server by vendor name, month & year.
- Warranty Claims: Verified, documented, tagged, filed warranty parts claims: ensuring correct p/n, serial #'s, & qty based on products brands bought in by technicians on a daily basis.
- Shipments: Coordinated inbound and outbound using Will Call, USPS, UPS, FEDEX, or Freight forwarders.
- Receiving: Checked in, unpacked incoming shipments by verifying Packing List against correct P.O. #, Vendor name, part #, qty, & stamped Received.
- Excel: Created and maintained spreadsheets for tracking inventory and shipments.
- Inventory: Conducted bi-weekly inventory counts & reported discrepancies to supervisor.
- Reporting: Reported all issues and discrepancies to Supervisor.
- Documents: Scan, emailed, filed or destroyed documents, ensuring proper organization.

## **MFG PARTS ROOM / PURCHASE / WARRANTY ADMINISTRATIVE ASSISTANT**

DAIKIN (QUIET FLEX) HVAC FLEX DUCT MFG WAREHOUSE-Houston, TX

February 2014 to July 2014

- Purchase Orders: Verified, created & edited in Mapics Power Link / AS400 ERP software, ensuring accuracy vendor details, item desc., cost, by promise date.
- Communication: Contacted vendors across multiple states confirm low quantity or out-of-stock supplies to ensure to get delivered by promised date.
- Vendor Copies: Scanned & Emailed copy of purchase order to correct vendor location ensuring the parts gets shipped by promised date.
- Public: Scanned and organized purchase order documents in a digital public file server.
- Invoices: Printed and identified account payable using Laser FICHE software, marking paid or unpaid status.
- Forklifts Warranty Work Orders: Generated work orders for Toyota forklift all maintenance repairs, attaching correct invoice numbers for reporting.
- Excel: Created and maintained spreadsheets for tracking work orders, inventory, shipments, & purchase orders by part #, description, qty, cost, date.
- Reporting: Reported all issues and discrepancies to Supervisor.
- Documents: Scan, Emailed, Filed or destroyed documents, ensuring proper organization.

## **MFG PARTS / TOOL CRIB / WARRANTY ADMINISTRATIVE ASSISTANT**

BAKER HUGHES NATURAL GAS & PETROLEUM MFG-Tomball, TX

February 2012 to November 2013

- Tool Crib: Managed & organized ensuring Mfg. tools, dies, parts request, stock inventory items ordered, checked, logged, received, stored, & returned.
- Tools: Maintained daily spreadsheet log of returned tools (e.g., dies, drill bits, gauges, etc.), tracking inventory condition.
- Inspection: Inspected and measured all tools for defects, reporting damage and tagging items for repair or recalibrated.
- Engraving: Used engraver to ID's mark all tools, equipment with identification numbers for tracking purposes.
- Keys: Managed keys for all Diesel fuel, oil lube racks, forklifts, trucks, and other company equipment.

- Supplies: Sharpened drill bits and distributed PPE safety equipment, water, and supplies.
- Excel: Created and maintained spreadsheets for tracking of all required returned inventory items: keys, tools, dies, drill bits for accurate reporting.
- Reporting: Reported all issues and discrepancies to Supervisor.
- Documents: Scan, Filed, or destroyed documents, ensuring proper organization.

## **MFG PARTS ROOM / LOGISTICS / SALES ORDERS / RETURN AUTH ADMINISTRATIVE ASSISTANT**

(ANC) AMERICAN NATIONAL CARBIDE TUNGSTEN CARBIDE PRODUCTS MFG-Tomball, TX  
June 2004 to December 2011

- Parts Room MFG: Managed & organized Inventory, stockroom, W. O.'s, requisitions, T & D items checked, logged, received, stored, shipped, & returned.
- Inventory: Performed & assisted in inventory control activities, including physical cycle counting on a weekly basis.
- Excel: Created and maintained spreadsheets: Sales Orders #, Customer # & name, date shipped, tracking # info ensures information product delivered.
- Data Entry: Sales orders, work orders, RMAs in Global Shop MRP software by Customer # & name, address, product info P/N #, part description & qty.
- Documentation: Prepared commercial invoices, bills of lading, and shipping labels for all outbound international shipments.
- Logistics: Pulled, checked, packed, shipped orders Will Call, USPS, UPS, FedEx, DHL, & Freight carriers by # of boxes, pallets, dimensions W & L & H.
- Receiving: Checked in, unpacked incoming shipments by verifying Packing List against correct P.O. #, Vendor name, part #, qty, & stamped Received.
- Reporting: Reported all issues and discrepancies to Supervisor.
- Documents: Scan, Emailed, Filed, or destroyed documents, ensuring proper organization.

## Education

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### **Business (Graduated)**

Northwest Education Center Community College-Houston, TX  
January 1998 to December 1998

### **High school diploma**

Tomball High School-Tomball, TX  
August 1990 to June 1993

## Skills

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- Customer service
- Clerical Experience
- Warehouse experience
- UPS World Ship
- Data entry
- MAPICS Power Link Procurement
- Multitasking
- Vendor Support

- Customer support
- Distribution Center
- Solomon
- Tool Room Attendant
- SAP Manufacturing
- Microsoft Word
- Procurement Order Data Entry Assistant Support
- 10 Key Punch
- Oil & gas
- Time management
- Quality control
- Communication skills
- Manufacturing facility
- Storeroom Clerk
- Quality inspection
- MRP
- Microsoft Teams
- Report writing
- Electrical experience
- Parts administration
- Oracle
- RF Gun
- Sales Order Checker
- Organizational skills
- Order Entry
- Precision Measuring Instruments
- Order Picking
- Analysis skills
- Plumbing
- ERP Systems
- Order Processing
- Basic math
- Microsoft Office
- Inventory data entry
- Email Responding Support
- Admin
- Writing skills
- Dependability
- Manufacturing warehouse experience
- Transportation management systems

- Inventory Management
- Heavy lifting
- JD Edwards
- Fax Machine
- Attention to Detail Clerk
- Document Scanner
- Inside Sales Support
- DHL
- Stock Administration
- Logistics
- Parts Room Attendant
- Office Administration
- Phone etiquette
- Materials Handling
- Microsoft Outlook
- Misc. Returns
- HVAC Distribution
- Stocker
- Tool Room Clerk
- Live Chat
- Manufacturing company experience
- FedEx Ship Manager
- Typing
- Warehouse Management System
- Order shipping
- Calipers
- UPS
- Copier Machine
- Purchase Order Checker
- Shipping & Receiving
- Sales Support
- Office Experience
- Microsoft Word Office
- Industrial
- Document Management
- Teamwork
- Freight
- Stock organizing
- Sales Administrative Assistant
- Warranty Part Returned Merchandise Authorization Admin

- Freight FTL
- Purchase & Sales Order Data Entry Assistant Support
- English
- Global Shop
- 10 key typing
- Filing
- AS400
- Customer data entry
- Inventory records
- Math
- Freight shipping
- HR sourcing
- Freight LTL & FTL Carriers
- Laser Fiche Software
- FEDEX
- SAP ERP
- GPS
- Inspection
- Parts Room
- Purchasing Admin Entry Assistant
- Attention To Detail
- Purchasing
- Stockroom
- Computer literacy
- Administrative experience
- Dimensional inspection
- Microsoft Powerpoint
- Laserfiche software
- Sales administration
- Micrometer
- Label Machine
- Manufacturing
- Freight LTL
- Return Merchandise Authorization Processor Clerk
- Word Processing
- Order Fulfillment
- Computer skills
- RF scanner
- SAP
- Warranty Return Authorization

- Order Picker
- Warranty Return Clerk
- HVAC
- Purchase Order Data Entry Assistant Support
- Stocking
- ERP
- Inventory control
- Java Oracle
- Microsoft Dynamics GP
- Solomon Software
- Google Docs
- Microsoft Excel
- Microsoft Access
- Stockroom Attendant
- Sales Order Data Entry Assistant Support
- Copy Printer
- GPS Navigator
- Calibration
- Windows
- Power Point
- Microsoft Office 365