

# Yordano Berrios

## **Army Reserve Administrator (GS-9)**

Troy, NY 12182

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(518)9182634

I am interested in obtaining employment with a reputable organization utilizing my experience as a Supply Specialist (92Y) and team leader while serving with the United States Army. Experienced, bilingual, highly trained, hardworking, dedicated and decorated veteran of the United States Army.

Willing to relocate: Anywhere

## Work Experience

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### **Inventory Specialist**

Coke Cola - Albany, NY

February 2020 to Present

- Conduct daily cycle counts; research and correct any variances
- Reconcile daily, monthly and annual inventory in SAP
- Review, monitor and address inventory levels to minimize potential risk for out of stocks
- Identify and report close-dated product
- Regularly communicate with Warehouse and Sales Center management in regards to current stock and potential issues
- Run standard inventory reports as requested

### **Apprentice Roofer**

Titan Roofing Inc. - Albany, NY

June 2019 to Present

- Transported materials to the jobsite, loaded and unloaded materials, set up/broke down job sites, removed existing roof materials, inspected roofs for damages and performed any repairs deemed necessary, prepared and installed new roofing materials, sealed roofs and cleaned the jobsite upon completion of the job.

### **New Client Consultant**

Martin, Harding & Mazzotti, LLP - Niskayuna, NY

October 2020 to December 2020

- Gather Potential New Client Information For Attorneys.

- Answer Phone Calls
- File Legal Documents
- Use Smart Adocate, Law Ruler, Max Agent

### **Army Reserve Administrator (GS-9)**

United States Army - Schenectady, NY

October 2017 to May 2018

Provide daily oversight of unit operations

- Prepare/reviews correspondence for substance and accuracy
- Manage the unit personnel and medical readiness programs
- Responsible for the unit supply and logistics programs
- Manage all aspects of facility maintenance, contract oversight, and staff
- Managing various types of financial management programs
- Provide advice on pay, benefits, and entitlements processes and procedures
- Participate in management of unit and individual training
- Assist in the development and implementation of unit training plans and schedule
- Process Personnel Actions

### **Fort Indiantown Gap - Supply Specialist**

United States Army

April 2008 to May 2018

Served as a supply specialist both copying data and compiling records and supply reports tabulated and posted inventory records for the military troops and battalion and distributed supplies to the troops and military personnel.

- Supply and Materials Management: Maintained and distributed inventory of food, medicines, ammunition, spare parts and other supplies, as an integral member of the Army's supply and warehousing specialist team.
- Unit supply specialist receiving, inspecting, and inventorying installation supplies and equipment, as well as quality control and property management.
- Designed, updated, and implemented instructional training methods illustrating proper supply management procedures for use in both classroom and field training environments for new military supply specialists.
- Time Management (10 yrs exp.) Warehouse Management System (10 yrs exp.), SAP Warehouse Management (7 yrs exp.) Shipping & Receiving (10 yrs exp.) SAP Microsoft Office(10 yrs exp.)

## Education

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### **High School Diploma**

Colonial High School - Orlando, FL

2008

## Skills

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- Warehouse Management System
- Warehouse Management
- SAP Warehouse Management
- Supply Chain
- Roofing
- Shipping & Receiving

- Warehouse Distribution Experience
- Purchasing
- Financial Management
- Materials Management

## Military Service

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**Branch: United States Army**

Rank: Spc

## Assessments

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### **Attention to Detail – Proficient**

May 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Proficient](#)

### **Spreadsheets with Microsoft Excel – Completed**

May 2019

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [Completed](#)

### **Manufacturing: Quality Inspection – Familiar**

December 2019

Making precise measurements, reading prints, and making pass/fail decisions.

Full results: [Familiar](#)

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