

Salvador E. Luna

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Objective: To obtain a position where I can exercise my organization and management skills in a challenging and rewarding environment.

Highlights of Qualifications:

- Operation Iraqi Freedom Veteran, United States Marine Corps
- Proven leader and effective supervisor
- Proficient in Windows operating systems
- Proficient in Microsoft office package (97-2013); Word, Excel, PowerPoint, and Outlook
- Self-motivated, hardworking, reliable
- Detail-oriented, excellent multitasker

Experience:

- Over 14 years of management experience in both military and corporate business, to include; supervising and training all new employees in new operations and procedures, as well as implementing personnel training, performance improvement packages, and evaluation procedures.
- Experience in multiple audience presentations as well as recruiting.

Employment History:

Warehouse Manager, T&J Printing Supply 2012-2016

Being Warehouse Manager for the Midwest's leading supplier of printing supplies I'm able to utilize my management skills by providing materials, equipment, and supplies, directing receiving, warehousing, and distribution services. I ensure that receiving, warehousing, and distribution operations are maintained by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures. In my position it is my responsibility to make certain that our warehouse complies with federal, state, and local warehousing, material handling, and shipping requirements. I maintain inventory levels by conducting physical counts; reconciling with data storage system. As the Warehouse Manager I ensure that the warehouse is maintained by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.

Staff Sergeant, Supply Warehouse and Operations Non Commissioned Officer, United States Marine Corps 2002-2013

As a Supply Warehouse and Operations clerk I quickly gained the knowledge and expertise to be promoted into a management position where I supervised over twelve employees and managed a supply account in excess of \$75,000,000. My daily duties consisted of managing the accountability of all property throughout an Infantry Battalion as well as receipting for and issuing millions of dollars worth of repair parts, consumables and weapons. In addition to my basic duties, I also worked as a Recruiter and was responsible for informing, guiding, and mentoring potential candidates interested in joining the United States Marine Corps. As a Recruiter Assistant, I was responsible for giving presentations to both individuals and groups about the benefits and opportunities in the Marine Corps.

This position afforded me the opportunity to utilize not only my people skills but also develop crucial sales skills.

Onsite Supervisor, Elite Staffing, 2006-2007

As the Onsite Supervisor for this very successful Temporary Employment Placing Agency I was responsible for interviewing, hiring, placing and managing over 400 temporary employees. Crucial to my success in this position was my constant attention to detail and well developed organizational skills. In addition to conducting day to day operations with the employees, I was also responsible for client management. It was my responsibility to make sure that the client's needs were not only met but exceeded with the quality and quantity of staff they required. Staffing requirements, salary negotiations, client and staff disputes were all directed to me for timely and efficient resolution and action.

Shift Supervisor, Capsonic Group Injection Molding, 1999-2002

As the Shift Supervisor for this Injection Molding Company, I supervised over five employees and was responsible for millions of dollars worth of equipment. My responsibilities included employee development and productivity. Having to meet daily required quotas it was incumbent that I ensured all safety and company guidelines were followed while implementing new procedures to improve efficiency. In this position I developed my leadership and team building skills in an industrial environment.

References

Furnished upon request.