

ERNESTO ENCARNACION

Address: 2036 Amsterdam Avenue New York, N.Y. 10032

Cell: (347) 935-5041 **E-mail:** Ernesto.Encarnacion212@gmail.com

QUALIFICATIONS SUMMARY

Experienced in cultivating positive relationships with clients and colleagues; Particularly in office support, customer service, general maintenance, warehouse supervisor.

PROFESSIONAL EXPERIENCE

M.M LAFLEUR – EAST RUTHERFORD

Warehouse Inventory Supervisor

October, 2016– May, 2019

- ❖ Manually lift and move product to restock and repack ensuring data code accuracy and proper rotation.
- ❖ Ensured accuracy by completing documentation of the order processed and delivery.
- ❖ Maintained a safe clean work environment; pallet area workstations and shipping area.
- ❖ Maintained quality and quantity through inventory control by following rules and regulations.
- ❖ Train, coach and provide day-to-day direction to team members as needed.

CHARLES AND KOMAR & SONS

Facility Office Support

August 2015 – October, 2016

- ❖ Painted, moved, and showed samples and received stock for shipments.
- ❖ Oversaw work orders requested by corporate management.
- ❖ Completed daily, weekly and monthly checklist on building equipment maintenance procedures, supplies and maintained records of schedules maintenance procedures.
- ❖ Scheduled and direct interoffice move and specials projects.

FEDEx OFFICE – HOBOKEN, NJ

Center Consultant

April 2012– April 2015

- ❖ Labeled, scanned and weighed packages, unloaded and sorted outgoing packages.
- ❖ Oversaw of work orders requested by corporate management.
- ❖ Completed daily, weekly and monthly checklist on building equipment maintenance procedures, supplies and maintained records of schedules maintenance procedures.
- ❖ Scheduled and directed interoffice moves and special projects.

SAFE HORIZON – NEW YORK, NY

Mailcerk/Messenger

September 2005- June2012

- ❖ Sorted and routed incoming mail, and collected outgoing mail, using carts when necessary.
- ❖ Verified that items are addressed correctly, marked with the proper postage and in suitable condition for processing.
- ❖ Placed incoming/ outgoing letters and packages into sacks or bins, based on destination or type, and place identifying tags on sacks or bins
- ❖ Logged and distributed all incoming FedEx/UPS packages

EDUCATION & SKILLS

Washington Irving High School

Skills: Mac OS, Windows OS, Microsoft Office Suite

Bilingual: Fluent in English and Spanish