
CHARLES MUNOZ

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Summary

Experienced Supervisor with excellent team member management skills. Action-oriented with strong ability to communicate effectively with technology, executive, and business audiences. Motivated to achieve corporate goals and deadlines. Accomplished team player, detail-oriented, hardworking and service oriented. I desire a challenging role and even something different than my past indicates.

Core Qualifications

- SAP, Oracle, MS Office
- Microsoft Excel Intermediate
- MICROSOFT WORD Expert
- Customer service
- File/records maintenance
- Excellent communication
- Computer proficient
- Results-oriented
- Training and development
- Time management skills
- Quick learner

Experience

● 09/2015 - 04/2018

Seagate Technology
LLC

Sr. Supervisor

- Effectively controlled all shipping, receiving and logistics functions, and the direct supervision and development of department staff.
- Reported to the Director of Materials.
- Accomplishments Include:
 - Management of Shipping, Receiving and Logistics Functions.
 - Inventory Management.
 - Regulatory compliance for domestic and international shipping.
 - Regulatory compliance as mandated by the "Sarbanes-Oxley Act of 2002".
 - Management of warehouse operations.
 - Collection and analysis of data, leading to process improvements Ensure safe, clean and efficient operation environment consistent with all applicable policies and procedures.
 - Worked all areas as needed

● 05/2015 - 09/2015

Seagate Technology
LLC

Warehouse Functional Lead

- As the Warehouse Functional Lead I successfully coordinated, led and oversaw day to day operations of the Shipping & Receiving department.
- Accomplishments include:
 - Documenting all Shipping and Receiving responsibilities, deliverables, transactions and training of staff in all areas.

- Managed charting and reporting activity levels and increasing work area efficiency.
- Established safe, clean, and efficient operation environment, consistent with all applicable Seagate Policies and Procedures.
- Trained new employees and monitor new skill applications.
- Developed sound communication and motivational techniques in leading Shipping and Receiving staff.
- Motivated and developed a team focused on outstanding customer service.
- Documented the process flow for all Shipping & Receiving transactions and calculated an average duration.
- Successfully documented Shipping & Receiving responsibilities, deliverables and transaction into controlled work Instructions.
- Ensured accurate inventory counts and resolved any discrepancies with staff.
- Followed all security and safety standards were followed, with zero tolerance for deviation.
- Operated all equipment and obtain necessary certifications according to OSHA, security and safety standards established..
- Ensured that associates are fully aware, trained and capable of the execution of all related facility procedures.
- Ensured that equipment is in good working order on a daily basis.
- Ensured that the correct equipment is utilized for the task.
- Communication:
 - Interacted with other departments to ensure customer (internal and external) needs are achieved within agreed upon timeframes.
 - Provide feedback as to team performance.
 - Inventory Control: Ensure all inventory control / movement procedures are accurate.
 - Assist in conducting physical inventory counts.
 - Ensure documentation changes are communicated to staff as applicable.

01/2013 - 05/2015
Seagate Technology
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Materials Analyst

- Plans and implements systems and technology related to the timely, cost-effective procurement, inventory control, planning and quality control of production materials.
- Develops, and works with business owners to implement and maintain policies, procedures, and material control systems to reduce costs, streamline procedures, and implement solutions.
- Coordinates with finance and accounting on matters involving inventory carrying costs.
- Develops Supply Chain strategies to achieve continuity of supply and the maintenance of inventory at acceptable levels.
- May assist with the establishment and maintenance of the production control system.
- May work with customers to identify optimum inventory levels and with internal and external vendors to align with corporate inventory policies.
- Uses Six-Sigma, Lean, and Theory of Constraints tools and methodologies to assess and improve Supply Chain processes.
- Performs data and information analysis leading to business decisions or recommendations.
- Frequently includes preparation of reports and other documents.
- Works on problems of diverse scope where analysis of data requires evaluation of identifiable factors.
- Demonstrates good judgment in selecting methods and techniques for obtaining solutions.

- Networks with senior internal and external personnel in own area of expertise.
- In this role I also wore a buyers hat, purchasing free stock items for 4 months.

05/2005 - 01/2013
Seagate Technology
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Distribution Clerk

- Responsible for overseeing the receipt of materials/supplies.
- Provide extremely effective customer service on a daily basis.
- Supplying customers' needs in a timely and efficient manner.
- Many different responsibilities including receipt of RMA drives to ensure customer receives credit in a timely manner, stockroom duties including issuing inventory and transacting inventory accurately and timely, shipping duties include issuing items to be shipped and generating appropriate forms for shipments.
- I also train others on use of databases and programs used for these functions.
- Prepare daily cycle count reports and twice a week inventory report utilizing Microsoft Excel.
- Responsible for the unloading of trucks and inspecting for damage and quantities and signing delivery receipts.
- Responsible for data entry for those receipts on a daily basis.
- Responsible for creating delivery tags for materials received daily.
- Responsible for disc drive inventory in excess of \$750K.
- Disc Drive Inventory analyst.
- Maintain 100% inventory accuracy.
- Responsible for training others and creating SOP's.
- I utilize many different software programs daily to accomplish job requirements including shipping software.
- Deliver materials/supplies on a daily basis.
- Assist in other areas as needed.
- I wear numerous hats in this position.

09/2002 - 05/2005
Lockheed Martin IS&S

Stockroom Assistant Specialist

- Perform all stockroom tasks, knowledge with the Compass system.
- Utilize forklifts and delivery trucks.
- Perform manual and clerical duties to receive, store, and issue equipment, materials, and supplies.
- On a daily basis utilize computers to enter transactions, validate information and maintain database.
- Examines stock to verify conformance to specifications and invoices; stores articles according to identifying factors; fills orders or issues supplies from stock.
- Prepares periodic, special, or perpetual inventory of stock; requisitions stock to fill incoming orders; prepares stock use reports.
- Determine methods or places for storage considering temperature, humidity, weight or height limits, turnover, floor loading capacity, and required space.
- Carried a top secret clearance in this position.

07/2002 - 09/2002
Seagate Technology
LLC

Distribution Clerk

- Responsible for overseeing the receipt of materials/supplies.
- Responsible for the unloading of trucks and inspecting for damage and quantities and signing delivery receipts.
- Responsible for data entry for those receipts on a daily basis.
- Responsible for creating delivery tags for materials received daily.
- Delivered materials/supplies on a daily basis.
- Assist in other areas as needed.

07/1999 - 06/2002
Berthoud, CO

Owner / Operator

- Lawn service business.
- Maintained customers lawns and landscaping.
- Customer service a priority! Duties included, mowing, raking, clean-up, interacting with customers on a daily basis.
- Maintained database for billing.

05/1981 - 07/1999
Geneva
Pharmaceuticals

Warehouse Technician III Lead

- Responsible for the supervision of warehouse technicians in receiving, shipping and warehouse duties.
- Responsible for proper use of scales, postage, or meter stamps used to affix shipping fees.
- Responsible for ensuring that all required shipping documents are properly executed and enclosed with orders.
- Checks orders for shipping instructions (UPS, Parcel Post airmail, airfreight, Truck Common Carrier, Or Others) and insure proper processing.
- Utilized SAP for inventory transactions.
- Delivered and picked up equipment and supplies needed for production using cargo box truck.
- Responsible for overseeing the receipt and storage of Raw Materials including controlled substances, packaging components and alcohol tank trucks.
- Responsible to ensure the smooth flow of materials through the production floor.
- Knowledgeable in the operation of the following material handling equipment: Raymond Model 537 Man up Turret forklift; sit down forklift, Standup Forklift, Riding Pallet Jack and various other material handling equipment.
- Responsible for teaching forklift and other material handling equipment classes to insure safe operation of equipment.
- Responsible for complying with all regulations of the FDA and DEA pertinent to the manufacture, distribution and Warehousing of raw materials and packaging components used within the Pharmaceuticals Industry.
- Ensure compliance with EPA, DOT and OSHA regulations.
- Maintain a clean and orderly department.
- Monitor safety and cleanliness of all dock and warehouse areas.
- Supervise periodic inventories and daily cycle counts as required.
- Ensure compliance with EPA, DOT and OSHA regulations.
- Assigned to Safety Committee, Safety Review Team and Spill Response Team.

Education and Training

1990 University of Phoenix

1989 Vocational Front Range Community College

Northglenn High School

Additional Information

- Authorized to work in the US for any employer