

Quira Pechmagre

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Goal:

Continue my career with a company that will utilize my supervisory, operational, and administrative skills to benefit mutual growth and success.

Expertise:

- Detailed typist (50 WPM)
- 4+ years supervisory position in several industries
- Pristine organizational skills
- Customer service oriented
- Friendly and open-minded toward others
- Excellent interpersonal skills, office etiquette
- Extremely Punctual
- Self- Motivated
- Able to successfully lead larger teams
- Quick problem solving/ decision making
- Customer accounts handling
- Certified Fork- Lift Operator
- Conditioned to working fast pace

Experience:

Operations Manager \$55,000/year

Eco Movers

September 2020-February 2021

- Responsible for all daily operations and crews in the warehouse and in the field
- Creating and maintaining availability and schedules for all field and warehouse staff
- Responsible for running an efficient and safe warehouse operation.
- Responsible for the proper management of all fleet and warehouse inventory to eliminate any loss or damage to equipment.
- Responsible for fleet vehicle repair and maintenance coordination and general fleet management through daily Pre and Post trip inspections
- Monitor Daily Vehicle Inspection Reports to ensure fleet safety.
- Responsible for overseeing other supervisors, warehouse manager, leads, maintenance and all other helpers, trainers, and drivers.
- Manage staff hours of service requirements.
- Audit Previous day's pre/post trip inspection forms- Inventory management.
- Daily podium reminders to build reviews and drive business.
- Create a daily warehouse schedule each day, hold a meeting with warehouse staff to lay out daily expectations.
- Work with the office manager to ensure route efficiency.
- DDR upkeep & build out 7 days in advance.
- Ensure that the duties of the Warehouse Manager/Supervisor are completed!
- Complete the next day's crew scheduling by 5pm and ensure any employees are called off by 5pm at the latest.
- Ensure that all clients are called at least 30 minutes prior to the beginning of their arrival window.

Operations Manager \$52,000/year

Lincoln Moving and Storage

October 2019-March 2020

- Prepares work assignment schedules as well as assigns employees and equipment to meet requirements of daily jobs for each business segment while maintaining adequate labor levels. Interprets job orders to workers and assigns duties in addition to establishing or adjusting work procedures to meet production schedules.
- Supervise the work of operations personnel. Interprets company policies to workers and enforces safety regulations. Responsible for recruiting drivers/helpers, hiring, discharging, disciplining and completing performance appraisals according to company policy. Assist in driver qualification procedures. Recommends measures to improve production methods, equipment performance, and quality of product. Analyzes and resolves work problems or assists workers in solving work problems.
- Ensures compliance with state and federal regulations: reviews and enforces company policies established to meet DOT requirements; inspects warehouse to ensure industry standards and federal codes are met. Checks in Storage-In-Transit Shipments and performs exceptions sheets on the condition of the product.
- Maintain daily records on personnel and equipment usage; approve and sign timecards; update branch personnel records; prepare paperwork for shipment; maintain company inventory and equipment in good order; purchase equipment repairs and other office supplies; prepare reports as necessary; daily review and audit of completed paperwork for accuracy and proper data input.

911 Dispatcher 16.75/hour

Northwest Ambulance Critical Care Transport

March 2019-October 2019

- Receive, prioritize, coordinate and dispatch Northwest Ambulance 911, ALS, BLS and Cabulance crews to all requests for service in a swift and proper manner. Communicate with hospitals, clinics, medical assistance companies, flight teams or related entities for transport purposes.
- Conduct all functions of dispatching through Advanced Dispatch
- Continuous tracking of all Ambulances, and providing accurate estimated time of arrivals to hospitals, clinics, and medical assistance companies

Operations Specialist \$22/hour
On the Go Moving and Storage LLC
January 2018- March 2019

- Main dispatcher of all morning and afternoon jobs for 30+ employees
- Receiving/ Inventory of incoming projects with Staging companies
- Provide Estimates on Residential or Commercial Moves
- Secure Moving Reservations
- Data Entry with Infusionsoft and Marketing campaigns
- Create and prepare marketing emails for company
- Verify total costs for Bill of Ladings/ Process Payments
- Create and Manage Invoices for Storage and Moving services
- Manage Storage operations and payments
- Manager and Fork- lift operator in company warehouse maneuvering storage vaults
- Processor of Damage Claims using US Tariff for Moving Household Goods
- Manage 30+ Employees and Schedules
- Create and Manage Digital Signing Documents using Adobe

Automated Logistics Specialist \$2,000/ month
United States Army Reserve
June 2012- July 2017

- Establish and maintain stock records and other documents such as inventory, material control, accounting and supply reports
- Review and verify quantities received against bills of contracts, purchase requests and shipping documents
- Unload, unpack, count, segregate, palletize and store incoming supplies and equipment
- Construct bins, shelving and other storage aids
- Simplify and standardize the collection and use of maintenance data
- Raise the quality and accuracy of performance, cost and parts data through improved maintenance management

Education:

- Rogers High School- Health and Human Services
September 2007- June 2010
- Washington Youth Academy- General Studies
July 2009- December 2009