

**NICHOLAS V. RUIZ 870 shining rose pl,Henderson NV nickruiz30@gmail.com
(702)-624- 1384**

OBJECTIVE To become an important and integral part of a team that will allow me to utilize my people skills, and hands on technology knowledge

PROFILE

- Work well independently or as an important member of a team setting
- Proven ability to maximize available resources and learn new skills rapidly
- Thorough and well organized in completing assignments
- Proven ability to communicate with customers and fellow employees
- Strong analytical skills; excellent communication, written and verbal skills

08/18- 4/20 **Vip Services** las Vegas, NV

OUTBOUND CUSTOMER SERVICE SALES REP

-Sold products and services to prospective customers and generated new revenue from existing customers. -Communicated knowledge of all products and services to customers. -Provided quality customer service, requested information and resolving complaints.-Promoted current marketing campaigns and promotions.-Receive high call volume on auto outbound dialer

02/18- 08/18 **SGS Consulting Firm** Port Washington, NY

INTERNATIONAL AEROSPACE BUYER/ PARTS MANAGEMENT

(Temp assignment)

Built and maintained strong relationships with vendors for optimal pricing on parts needed. - Tracked international purchase order progress, completed customs clearance formalities successfully. - Completed foreign currency payment application in effective time, with records kept. - Ordered, tracked and inventoried tools, parts and materials used on assembling aerospace parts. - Encrypted schematics for orders needed.

4/14-4/16 **progressive process servers**, valley stream, N.Y.

Court runner/ Process server

- weekly pickups from our law firm clients, which included many different types of documents- Court running to all of NYC court houses for the filing of various legal documents - Served many different types of legal documents including no fault claims to insurance companies. -Responsible for over hundreds of documents per week and 10 different firms.

03/12- 2/18 **Audio savings** Inwood, NY

PARTS ORDER MANAGEMENT/ INVENTORY RETURNS MANAGEMENT - In charge of entire orders department -

Quality inspection control over in house repairs. - Responsibilities in assisting receiving returns, noting the condition, evaluating and confirming the reason for the return and testing the products. . - Quickly problem solving issues with defective units and rectifying concerns with customers. - Support upper management with overseas production; which includes pricing and scheduling - Filled in as active returns dept manager when necessary. - In charge of the international employee team. - Negotiate new shipment schedules with vendors to maximize efficiency. - Identified and removed bottlenecks in storage, inventory and general flow within the warehouse.

11/09- 11/12 **Electro Industries** Westbury, NY

ELECTRICAL AND ELECTRONIC EQUIPMENT INSPECTION ASSEMBLER/TESTER - Data entry of daily report logs of all passed and failed units. - Assemble electrical or electronic systems or support structures and install components, units, sub-assemblies, or assembly casings - Position, align, or adjust work pieces or electrical parts to facilitate assembly. - Inspect or test installations, assemblies, or circuits for resistance factors or for operation and record results. - Test electronics units, using standard test equipment, and analyze results to evaluate performance and determine need for adjustment. - Test voltage and current values using multimeter and oscilloscope for digital and analog boards.

7/01-9/09 **Stop and Shop** Inwood, NY

PRODUCE DEPT MANAGEMENT/WAREHOUSE - Ran entire produce dept. - In charge of daily receiving of deliveries through the warehouse and signing off on the shipments. - Maintaining the financial budgets of the produce department. - Supervise and organize weekly planograms. - Unload/& load all pallets of produce from trucks using an electric pallet jack. - Oversee employee scheduling. - Responsible for hiring staff and implementing disciplinary actions. - Greet customers and ascertain what each customer wants or needs.

1/04-1/07 **Tower Records** Carle Place, NY

SALES MANAGER - Oversee regional and local sales managers and their staff. - Plan and direct staffing, training, and performance evaluations to develop and control sales and service programs. - Direct and supervise employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers. - Resolved customer complaints regarding sales and service. - In charge of register count outs, and end of night closing of store.