**Alexis Aramburo**

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SKILLSETS

* Proficient in Mac, Windows, & Linux
* Fluent in English & Spanish
* Equipped in conflict-resolution & people management

EXPERIENCE

## Nevada Wholesale Distribution: Las Vegas, Nevada

June 2019 - March 2021

Title: Director of Operations

TYPICAL WORK ACTIVITIES

* Developed and updated business website
* Installed and managed operations of audio/visuals for podcasting
* Held and improved warehouse standards to constantly ensure cGMP guidelines were being followed
* Created and implemented route optimization
* Checked-in/checked-out and weighed everyday deliveries/ shipments
* Prepared orders onto pallets: wrap, tag, and stage for delivery
* Managed warehouse logistics
* Repacked inbound shipments and reviewed testing results when necessary
* Maintained inventory control system and replenished raw materials when needed
* Efficiently picked and packed orders in preparation to be shipped via UPS/USPS
* Organized and maintained supplies of all shipping supplies, stationery, and equipment
* Arranged for necessary repairs and carried out any expansions/remodels for facilities
* Maintained and tracked customer shipments while addressing concerns over email, phone, or text
* Prepared trade show materials-booth update and goal setting to maximize the experience with both staff and customers while networking

**Verizon:**   Henderson, Nevada

November 2010 - March 2018

*Retail Store Manager*

TYPICAL WORK ACTIVITIES

* Oversaw the development and launch of new products and services
* Recruited, hired, and trained new employees for sales and customer service
* Mentored, coached, and trained sales team members to make bonuses
* Identified inefficiencies & made changes to processes as well as reduced and controlled expenses
* Developed and shared best practices across the company, including sales and retention processed
* Boosted company efficiency through technology upgrades and process improvements
* Implemented new policies and procedures, including reference material and training material
* Audited daily cash handlings and work operations to protect company assets
* Reviewed and assessed risk while diving into account audits
* Tracked and monitored customer transactions and accounts

CERTIFICATIONS

cGMP Certified at Supply-Side West 2019 by NSF

Forklift Certified

OSHA 1910 Certified

EDUCATION

**Bellevue University-** Bellevue, Nebraska

Retail Management, Associates Degree

**Savanna High School-** Anaheim, California

High School Diploma, April 2010