

Nelson Esteban Llanes Suárez

Administrative Assistant | Vancouver, Canadá

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Professional Summary

Bilingual professional with over 5 years of experience in logistics, inventory control, and customer service. Proven ability to lead teams, manage daily warehouse operations, and solve inventory-related issues efficiently. Organized, resilient, and capable of working independently or as part of a team.

Skills

- Office tools and Google Workspace
- Salesforce (CRM)
- Customer service and sales
- Leadership and ability to work under pressure

Work Experience

Inventory Lead | TLD (Mercedes-Benz Warehouse)

California | 1 year

- Supervised a team of 5 people.
- Responsible for two operational areas: resolving order issues (shortages, overages, mispicks) and maintaining up-to-date inventory.
- Performed cycle counts, managed expired or damaged products, and supervised discarded inventory.

Inventory Coordinator | Yita Warehouse

California | 2 years

- Sole person in charge of inventory control.
- Handled incorrect shipments and returned overpicked items to appropriate locations.

Forklift operation

California | 5 years (part-time)

Forklift operation: forklift, reach truck, pacer, turret, order picker

- Maintained a strong record in customer service.
- Operated a variety of industrial forklifts.

Customer Service and Sales

Mexico | 5+ years

- Direct interaction with customers, complaint resolution, and service promotion.

Education

B.S. in Mechatronics Engineering (6 semesters)

Instituto Tecnológico de Hermosillo

B.S. in Business Administration (3 semesters)

Tecnológico de Monterrey

AVAILABILITY TIME

Full time.