

- Identification of shortages to purchasing
- Receiving of finish good in warehouse.
- Product transaction in inventory system. Work order receipt, transfers.
- Finish good location in Whse.
- Provide data of levels of inventory for production planning and shipping.
- Inventory Control in house and outside.
- Physical Inventories.
- Cycling counting programming and control.
- Planning, directing and controlling annual inventory.

Administrative Activities

- Provide and distribution on a daily basis of shipments to all levels in company.
- Customer Service.
- Keeping records of paperwork on shipments and sales order (daily basis).
- Invoicing of sales orders on a daily basis.

LN-Safety Glass. Sep 1999-Feb 2000

Position: **Warehouse Supervisor.**

- Shipping finish goods to distribution centers in West Coast.
- Receiving finish goods from Production area to Warehouse.
- Transfer to racks.
- Generate export paperwork.
- Coordinate transport for export.

Coastcast Corporation. Jan 1996-Jun 1999

Position: **Production Planner**

- Programming of production
- Planning of different lines,
- Loading lines with raw material.
- Shipping finish goods
- Inventory control.

Training

- Education: Lic. Administración de Empresas 1990-1995. University. UABC
- PLP. Positive Leadership Practices. 30 hrs. (2006)
Developing of capabilities for improving of leadership in workplace.
Dealing conflicts with people related to Job performance.
- Lean manufacturing. 5 Hours. CETYS.(2005)