

Pedro Sanchez

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Skagit County

Work History

United States Navy, Logistic Specialist (2018-2021)

- Specialized in the **tracking and procurement of valuable assets**.
- Provided **outstanding customer service** and work center knowledge.
- Evaluate material flow and **ensure transaction compliance**.
- Consolidated, and formulated resources to **increase productivity and efficiency**.
- Ensure the **security and timely delivery of high value items** to customers.
- Worked on **proper use and disposal of hazardous material**.
- **Supervised junior coworkers** on standard work related procedure.

Board of Education, Payroll Assistant (2017-2018)

- Specialized in the **organization and proper filing of essential documents**.
- Answered phone calls and ensured customer service to guests.
- Knowledgeable in the proper use of office machines.
- Worked as an energetic and hardworking team member to accomplish the task.

Skills and Experience

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| <ul style="list-style-type: none">• Detail oriented• Responsible• Teaching and mentoring• Communicate• Conflict management• Solution orientated | <ul style="list-style-type: none">• Proficient in microsoft office• Technical researcher• Knowledge of PC computer systems and software• Accounting and bookkeeping skills | <ul style="list-style-type: none">• Fluent in Spanish and English.• Able to lift 75 pound• Able to stand long periods of time• Physically fit and motivated• Alert and prepared |
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Educations and Qualification

Logistic Specialist school in Meridian, Mississippi. (Inventory Management, Logistics Management)

Earned Computer Operator certificate at the Military apprenticeship program.

Objective

My objective is to meet/surpass the business expectations and increase revenue, and productivity in the work center. I seek to gain more knowledge, experience and responsibilities.