

EDWIN MANUEL UREÑA DE LOS SANTOS

Selene Ave. Las Dalias Tower, Apartment 302, Bella Vista, Santo Domingo, D. N. 10112.
M. Ph. 1+ (829) 291-0708 / Home: 1+ (829) 594-8351 / E-mail: edwin_milla@hotmail.com

PERSONAL INFORMATION:

Date of Birth: January 9th 1982.

Id: 001-1472-004-8.

Civil Status: Married.

Age: 36 years.

Nationality: Dominican.



EDUCATION:

-1989 – 2000.

San Juan Bautista Institute (High School)

-1987 – 1998.

Dominican American Cultural Institute (English)

-1995 – 1999.

Superior Institute of Computer Science

-1999 – 2000.

French Alliance (French) Dominican Republic

-2001 – 2006

Intec (Technologic Institute of Santo Domingo) (College)

Career: Civil Engineer.

-2003 – 2007

UCSD (Catholic University of Santo Domingo) (College).

Career: Business Administration.

-2006

INFOTEP

Course for Advanced Customer Service

-2007

PHOENIX

Course for Customs Security

Orientation and Functionality (BASC) and (CTPAT) Customs-Trade Partnership Against Terrorism.

-2007

BTICINO (COSTA RICA)

Advanced Course of Electricity.

-2008

BARRICK GOLD CORP. (PVDC) FLUOR

Advance Courses of Data Base, Drawing Legalizations And Communications (ProArc / POL) and OSHAS.

MISCELLANEOUS:

-Science and Letters High School Degree.
San Juan Bautista Institute.

-Advanced Language Certificate (English).
Dominican American Cultural Institute.

-Course of Etiquette and Protocol.
Dominican American Cultural Institute.

-Certificate of Computer Techniques. (ISI)
Dominican American Cultural Institute.

-Certificate of 1st Place of Interschool Math Marathon
(1998)

-Certificate of 1st Place of Interschool Scientific
Marathon (1999)

-Certificate of Customs Security BASC & C-TPAT (Phoenix,
Arizona)

-Certificate for Advanced Customer Service (Infotep)

- Certificate of Advanced Courses of Electricity.
Bticino (Heredia, Costa Rica)
- Certificate of Neutralization of the language (English)
Stream (ZFSI)
- Certificate of (POL) Projects Online
- Certificate of (ProArc) Projects Archives
- Knowledge of GDP & GMP
Good Manufacturing Practice and Good Distribution Practice
- Full Knowledge of Computer Software:
MS-DOS, Windows, Sap, Excel, MS-Word, AS 400, Lotus, Doris, Whonew, ProAcr, Pol, CRM and Internet.

EXPERIENCE:

- Ureña de los Santos Supplier. (1994 - 2010)

Area Supervisor, Collections, Customs Reports, (Import-Export),
Monthly Consumer Reports, Warehouse Manager, Sales
Manager

Achieved goals:

- Input Customer Services Surveys and elevate customer satisfaction.
- Raise collections from 77% to 91%.

- SBTJapan, LTD (Japan / Dom. Rep.) (2010 - 2012) 2 Yr. Contract.

Regional Sales Manager and Marketing Coordinator for the
Latin-American Countries, Logistics.

Achieved goals:

- Hit Rates over 82%
- Salesforce KPI's over 81%
- Got Representation costs down by 29%

- Nosart Business, SRL (2012 - 2015)

Caribbean Logistics Manager, Supervise Warehouse and all

Inventories Related operations, Audits, Customs, Suppliers and all pertinent purchases.

- BG Metal Trade, Inc. (2015 - 2018)

Executive buyer for the Caribbean (Dominican Republic, Bahamas, Trinidad & Tobago, Barbuda, Jamaica, Cuba and Puerto Rico).

Skills:

- Excellent communication and interpersonal skills
- Self-motivated and results driven
- Ability to work under pressure and meet tight deadlines
- Capable of working independently as well as part of a team
- Ambitious with the ability to think on my feet
- Ability to multitask and prioritize work effectively
- Ability to develop close working relationships with suppliers
- Ability to keep up with the market trends and adapt work towards it

REFERENCES:

- Lic. Irene Perez
809-816-3758
- Lic. David Diaz
809-723-8947
- Lic. Jimmy Jorge Ceballos
829-263-9998.

TRANSPORTATION:

- Driver's License (CAT 2)
- Own Vehicle