**José Guillermo Otero Rivera, MBA**

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**Professional Profile**

Result oriented logistic and warehouse professional with extensive experience in all areas of shipping, receiving and distribution, performing in communication, construction, medical devices, equipment, pharmaceutical and service industry under full state of federal compliance (FDA) and international regulations. Proficient computer skills in Excel, Word, PowerPoint, Web Engine Searches, Internet and IT technology. Fully bilingual English and Spanish.

**Professional Highlights:**

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| * Distribution Management | * Transportation / Materials Handling |
| * Internal Safety Compliance Audits | * Training & Development OSHA |
| * Implementation of Quality Assurance | * Company Representation |
| * Inventory Control Procedure Using ERP | * Bill of Material (BOM) |
| * Material Requirement Plan (MRP) | * Standard Operations Procedures (SOP) |
| * Invoicing & Purchasing | * Payroll Weekly Administration |
| * Negotiations Skills | * Cost Reduction |

**Accomplishments**

* Successfully implemented a self-fuel dispatch control with yearly savings of over $70 thousand at Mocoroa & Castellanos, Inc. plus developed the Standard Operating Procedures for all technical jobs at the production shop (used of BOM, MRP) and logistics for the warehouse area.
* Implemented the participative briefing and debriefing communication system aligned to the corporate goals, an effective model used by Army, UPS, FedEx among others to promote empowerment and achievement at various work experiences.
* Increased monthly cash flow with savings over $30,000.00 per year as part of the profit and loss assessment at Clinical Medical Services, Corp.
* Developed, implementation and administration of the material distribution policies and procedures as the control process (by (by applying principles of Six Sigma (6s)) for an external contractor resulting in an average of 20% annual savings representing approximately $300,000.

**Professional Experience**

**Baxter, Guayama, Puerto Rico**

**Warehouse Supervisor II 2015 – 2017**

* Responsible for providing assistance to the Warehouse Manager in the coordination and execution of daily activities related with the receiving and shipping of domestic and international shipments.
* Provided analytical and logistic support to the warehouse operations and for the administration of all activities related to Quality, Compliance and Continuous Improvement perspective to achieve the department goals and objectives, comply with all Security Guidelines Environmental Health and Safety regulations and the current GMP required.
* Provided assistances in daily coordination of activities related with the receiving of raw material, packaging components and other materials.
* Coordinated international and domestic shipments.

**Pac Tech International Inc., Carolina, Puerto Rico**

**Logistic and Distribution Director 2012 – 2014**

* Consultant for distribution efficiency through out over fifthly carrier’s Fleet Island wide.
* Improved the receiving department procedures, cost reductions up to $180,000 per year in employee time payroll for a work team and over $400,000 savings in distribution by changing the distribution model from DSD to CD.

**Clinical Medical Services, Carolina, Puerto Rico**

**Distribution and Fleet Manager 2010 – 2012**

* Accomplished effectively the daily operations at warehouse and the inventory department with a close to seventy employees and two supervisors at three metropolitan and island wide locations.
* Assured compliance of FDA, regulations and OSHA policies and procedures, as well as applicable state and federal international distribution laws.
* Provided guidance and counsel to management toward the resolution of employee relation issues, such as performance issues, attendance issues, employee grievances and workplace environmental issues.

**Choice Calbe Inc., Ponce, Puerto Rico**

**Logistics and Warehouse Manager 2007 – 2010**

* Administered the distribution and warehouse department for the dispatch of materials with the support of the motivated team enforcing OSHA regulations.

**Mocoroa & Castellanos Inc., Guaynabo, Puerto Rico**

**Warehouse and Production Supervisor 2000 – 2007**

* Administered the distribution of water work materials for local industries and government agencies through the company’s carriers.
* Supervised manufacturing production at the warehouse shop with a fifteen-employee’s crew. Identify and correct the safety hazard risks.

**All Best Service Inc., Cayey, Puerto Rico**

**Operation Manager / Logistic / Warehouse 1993 – 2000**

* Responsible for the supervision of all the operation aspect of the companies including site, payment of utilities, recruiting of personnel and logistic coordination, involving sales, customer service, resaving and coordination of delivery.
* Supervised the managerial personnel and made all related coordination. Managed the financial function of the company.

**Education**

Turabo University, Gurabo, Puerto Rico

Master Degree in Business Administration, Major in Material Management

Interamerican University, San Juan, Puerto Rico

Bachelor Degree in Business, Major in Finance, Minor Accounting

**Professional Development**

* Train the Trainers
* SAP
* HazMat Certify
* Advance Technique in Warehouse Operation
* Warehouse Layout
* Inventory Cycle Count
* OSHA General Industry, Instructor
* Forklift Operator Instructor
* DOT Certified
* Six Sigma

**Professional Affiliations**

* 2016 APICS, CSCP 40h course
* 2011 APICS (American Production and Inventory Control Society)
* 2009 Fleet Management Organizations
* 2005 Logistics Management Association

**Military Experience**

* SGT, USAR PMS (Personnel Management Specialist) 1988 – 1996