**Archibaldo Ortiz 310.422.3514 archie.ortiz2@gmail.com**  
  
**Profile:**

• Bi-lingual—fluent in English/Spanish.  
• Mechanically inclined and computer literate.

• Fork-lift certified.

* Dedicated and fast learner.

**Work History**:

Wishing Well Medical Santa Monica CA July 2015 – Sept 2016

Pull and deliver medical equipment and supplies.

Lorna Jane USA Inc. Santa Monica, CA Aug 2012 - Feb 2015.

Distribution & Warehouse Supervisor.

Supervised all warehouse operations, all incoming containers with merchandise and furniture for new store openings. In charge of eight employees in three departments: Online, Wholesale and Warehouse who received, separated, counted, allocated, scanned, warehoused and shipped weekly merchandise to forty-three stores.

Destination Shuttle Services LLC Los Angeles, CA Feb 2011 – Apr 2012.  
Dispatcher:   
Send shuttles to pick up passengers from Los Angeles Airport to local major hotels and registered all related information such as: routes, driver times and issues with lost luggage.

Web Service Company Redondo Beach, CA March 1987 - Jan 2009.  
As a dispatcher, I used Servigistics routing database to set up routes for 60+ technicians to service laundry equipment on four Counties: Los Angeles, Ventura, San Bernardino and Riverside. As Customer Service Representative, answered customer’s phone calls and created service calls in Great Planes database. As a route collector, drove a company vehicle throughout Los Angeles County and collected company’s revenue from washers and dryers.

**Education:** Santa Monica College, Los Angeles Trade Tech. High School/GED  
**References**: Available upon request.