

ELLIOT D. REVENTÓS PÉREZ

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- OBJECTIVE** Searching for a full time position in organization where I can fully utilizes my knowledge and experience for the benefit of my employer.
- EDUCATION** Universidad Metropolitana (UMET) Rio Piedras, Puerto Rico.
B.A. BUSINESS ADMINISTRATION 1980
- SEMINARS** Personnel Supervision, Customer Services, Microsoft Office (Word, Excel, Power Point) Document Scanning. Seminar of Basic Supervision labor legislation, Warehouse Logistic Seminar attend. Safety, Security & Compliance (OSHA 29 CFR 1910) 2014 HIPAA Privacy and Security Awareness.
- WORK EXPERIENCE**
- 2019- Present** **The Apollo Group (Miami Florida)**
Inventory Control Specialist
Conduct cycle count to ensure accuracy and timely execution create an efficient space utilization plan organizing stocks and maintaining inventory provide accurate valid and complete information check order prior to shipment. And more...
- 2018- 2019** **Famis Inc. (Miami Florida)**
Warehouse Manager & Inventory Control
Handle day-to-day shipping and receiving, maintains warehousing and distribution operation. Complies with federal, state and local warehousing, material. Safeguard warehouse operation and contents by establishing and monitoring security procedure and protocols. Control inventory levels by conducting physical counts; reconciling with data storage system. Achieves financial objectives by preparing an annual budget; scheduling expenditures analyzing variances initiating corrective actions. Contributes to team effort by accomplishing related result as needed. & More...
- 2015-2018** **AxisCare Health Logistic, Inc.**
Logistic Orthopedic Manager
Responsible for management and performance of the facility including warehouse operation. Accountable for achieving company objectives, productivity standards and cost control goals. Full

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Operation and distribution all orthopedics implant. Warehouse inventory Management and cycle count weekly procedure. Monitors inventory levels throughout production lifecycle. Prepare orders to replenish implants. Purchase all implant types for surgeries. Logistic for all surgeries daily basic, Loss implant control, Record purchases, maintain database, performs physical count of inventory and reconciles actual stock count to computer-generated report. May lead, guide and train staff/ student employees. Forecasting and PO management system. Working with vendor and suppliers.

2009-2015

Caribbean Healthcare Supplies, Inc.

Warehouse Logistic & Purchasing Manager

Responsible for overall management and performance of the facility including warehouse operation, inventory customer relations, quality and security. Accountable for achieving company objectives, productivity standards and cost control goals. Full operation and distribution all orthopedics implant. Warehouse inventory Management and cycle count weekly procedure. Monitors inventory levels throughout production lifecycle. Prepare orders to replenish implants. Purchase all implant for surgeries. Processes and documents return as required following established procedures. Monitors and maintains current inventory levels.

2007- 2009

Coca Cola Puerto Rico Bottlers Cayey Plant (3 Shift)

Warehouse Dispatch Lead

Responsible for analyzing, designing, and implementing the warehouse distribution operation functions. In-charge of the third shift ensure that departments (Shipping, receiving, picking, packing, & loading) are working together as one team and that the workload and overtime opportunities are fairly distributed. Improvements that increase capacity, reduce lead-time improve loss prevention, process flow and efficiency. Optimize existing processes to ensure that budget goals are met. Reconciliation of finished products and non-produced on shift. Administers policies and procedures.

2006 - 2007

José Santiago, Inc.

Warehouse Logistic Supervisor (2 & 3shift)

Responsible for supervision of all frozen department, provide process can helping to ensure delivery of highest quality products to the customer. Monitors performance of equipment and tools, corrects equipment problems. Verify daily/weekly cycle accounts, control & maintenance inventory management of merchandise, and clerical procedures. Responsible the supervision of 20 warehouse associates.

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1998 - 2006

**Data Storage Centers of P.R. / Division of La Rosa Del Monte Express
Warehouse Storage General Manager**

Establishes relationships, prepares presentations & proposals. Receiving and secure off-site business records, medical files, law office. Consulting and Cost Analysis. Digitalize Document Department. Also performed a full Human Resources hiring and dismisses, Sales and Customer Service. Responsible for people and team development, safety, quality, cost and service.

1996 - 1998

**La Rosa Del Monte Express
Warehouse Logistic Supervisor**

Manage all aspects of warehouse and distribution operation functions. In charge of the receiving, delivery all merchandise & traffic dept., Inspect and maintain all warehouse equipment, inventory control maintenance, clerical procedures. Prepare daily route for drivers delivery motivate and communicate with subordinate staff to promote a safe and secure work environment maximize productivity and cost efficiency Implementation of procedure to ensure that freight claims are processed and collected in a timely manner and more..

1989 - 1996

**Five Star Distribution Freight
Warehouse Logistic Manager**

Plans, supervise, organize, implement direct and coordinate activities in the warehouse daily operation. Responsible through subordinate supervisors. Highly organized and able to handle multiple tasks. Inspect and maintain all warehouse equipment. Observe warehouse safety procedures managing day-to-day relationship with strategic partners and clients. Hire and manage personnel. Performed OS& D Report, Maintenance of physical inventory and oversight of inventory counts.

**PERSONAL
SKILLS**

Excellent customer service and support skills. Knowledge of PC related applications, bar coding Inventory control, Mass/90 Analytical Interpersonal Skills Planning, Proven Supervisory Experience combine with Strong Written and Verbal Communication Skills. Heavy driver license (8) Ability to operate forklift and pallet jack. Self-motivated and able to function with minimum direct supervision able to work with multiple task. Able for Decision Making, **15 + years of experience directly managing peoples including hiring, developing, training, inspiring a guiding people** Willing to travel or relocate. **Ability to manage employees on a union**

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Environment. Knowledge of OSHA Safety, FIFO System GMP'S M.R.P. Applies a deep understanding and considerable expertise in inventory management, including forecasting, purchasing, inventory control.

**PERSONAL
REFERENCES**

Available upon request.