

# Felix Aburto

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305-764-1111

## Work Experience

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### **Back End Clerk**

Lowe's Home Improvement - Jacksonville, NC  
April 2021 to Present

My responsibilities are to provide customer service to customers, inventory management of \$400,000 worth of inventory, shipping and receiving, cashier, fulfillment, deliveries, manage procedures related to Centralized Return to Vendor. Additionally, appropriately dispose of items (hazardous materials, damaged products), contact vendor for replacement / credit. Order picker, extender reach and forklift operator.

### **Logistics Specialist**

Department of Defense, United States Navy - Norfolk, VA  
June 2013 to April 2021

Responsibilities include storeroom logistics specialist, responsible for the ordering, receiving, and issuing of stock and Direct Turn Over parts. Mail Clerk, Responsible for daily processing, issuing, and receiving high and low priority requisitions in support of Carrier Air Wing Squadrons in Japan. Fulfillment, procurement, delivery driver. Canteen manager, expatriate (Japan, Singapore, Guam, South Korea, Australia, and Okinawa), support equipment division supply clerk, responsible for screening, inventory management of \$20 million worth of inventory and induction of retrograde aviation repairable components and consumables. Supervise and mentor subordinates and provide customer service to customers, box truck driver, forklift operator (5k, 6k, 10k, 20k). Provide armed security while standing watch duties, reverse logistics, hazardous material management and disposal.

### **Passenger Coordinator**

AMC Air Terminal - Norfolk, VA  
September 2018 to February 2021

Responsibilities include the use of Gates software to assist space available passengers, port booking, weapons inventory, investigating conflicts on travel orders for resolution, flight status updates, and passenger check-in.

Further, provide customer service to passengers (in person, over the phone, via e-mail), answer phone calls to provide requested travel information or direct the caller to another department. Moreover, verify travel documents (passports, social security, birth dates, airline tickets, car rental, lodging) for accuracy, COVID-19 Screener. Training military

reservists on Gates software usage and procedures. Lastly, understanding procedures involved in proper operation of the Passenger Loading Bridge equipment.

### **Logistics Specialist**

Gexpro Services - Medley, FL  
September 2007 to November  
2012

Responsible for analyzing and coordinating logistical functions, responsible for life cycle products, acquisitions, distributions, internal allocations, delivery of hardware. Maintain accurate inventory worth \$500, 000 (USD), fulfillment and procurement. Additionally, maintaining fleet vehicles and providing customer service.

### **Warehouse Manager**

General Electric Supply Logistics - Medley, FL  
February 2006 to September 2007

Plan and direct storage of products, coordinate deliveries and allocate stock within company branches and supervise personnel and maintain company vehicles. Manage inventory worth \$500,000 and provide customer service to customers.

## Education

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### **Bachelor's in business**

**administration.** Purdue University Global -  
Indianapolis, IN January 2020 to February  
2022

### **Global Procurement and Sourcing Specialization**

Rutgers University - New  
Jersey July 2021 to  
August 2021

### **Specialization in Human Resource Leadership**

Macquarie University Sydney - Sydney NSW  
December 2020 to January 2021

### **Certification in Business**

**Management.** Management Strategy  
Institute - Frazer, PA January 2020 to August  
2020

### **Specialization in Essentials of Corporate Finance**

University of Melbourne - Melbourne Australia. March  
2020 to May 2020

## **Certificate in Logistics**

Logistics Specialist "A" School Meridian - Meridian, MS

August 2013 to October 2013

## **Associates in Computer Engineering**

ITT Technical Institute - Doral, FL

February 2005 to June 2007

## **High school diploma in FL United States**

Miami Senior High

Miami June 1999

## **Skills**

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DOD Experience (8 years)

Delivery driver experience (10+ years)

Customer service (10+ years)

Military Experience

Forklift Operator (10+ years)

Loader Operations (10 years)

Process Improvement

Inventory Management (10+ years)

Program Management (2 years)

Management (5 years)

Shipping & receiving (10+ years)

Box truck Driver (3 years)

Supply Chain (8 years)

Procurement (2 years)

Six Sigma Black Belt Certified

Team Management ( 3 years)

Leadership (4 years)

Sales (7 years)

Microsoft Office (10+ years)

Video Conference (5 years)

Cross-Functional Team ( 8 Years)

Private Personal Information Management ( 8 Years)

## **Languages**

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- English – Expert
- Spanish – Expert
- Italian - Beginner