

PHILLIP LUNA JR.

1631 Joanne Way Oxnard CA 93010
Cell: (805) 793-2040 E-mail: phillipluna12@gmail.com

LOGISTICS/WAREHOUSEMAN

- Logistician/Warehouseman with diverse experience in shipping, receiving, inventory, assembly area, and to include electrical experience. Quickly learn new tasks and work well in a team environment. Diligent professional with solid work ethic and flexible schedule.
- Highly motivated individual seeking employment with a company where I can utilize my experience to improve the organization's operations.
 - Excellent communication skills
 - Warehouse operations experience
 - Ordering
 - Receive and store supplies.
 - Accepting delivery of inventory.
 - Counting and confirming inventory.
 - Inspecting inventory for damage and faults.
 - Storing inventory in accessible manner.
 - Conduct monthly inventories as required
 - Pack and store supplies as needed
 - Microsoft Office Word, Excel, PowerPoint and Outlook
 - Able to utilize a computer-based warehousing system
 - Dependable and reliable employee

PROFESSIONAL EXPERIENCE

ASR Management & Technical Services

Naval Construction Group ONE
Building 375 and 802, Pacific RD
Port Hueneme, CA 93043
08/2019 – Present
Day Phone: (805) 793-2040
Email: Phillip.a.luna.ctr@navy.mil

- Responsible for maintenance and inventory of toolboxes, tool kits, and power tools for TOA.
- Process tool requests, generate labels, bar codes, issue and ship material and update inventory changes.
- Stage material in designated shipping area, load and offloading of trucks utilizing forklift and pallet jack.
- Receipt, storage, and shipment of material, tools and or equipment as required.
- Procurement of supplies as required.
- Conducted monthly inventories as required

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- Plan daily tasks with team, assign responsibilities, hazard mitigation, addresses any actual or potential problems and changes and designates mitigation plan to address all real or potential hazards.
- Maintain warehouse work area, in a clean, efficient, hazard free environment.
- Maintain an accurate Maintenance Data Systems / Planned Maintenance Systems (MDS/PMS) database for the NCFCCA TOA and SKED.
- Control and supervise all maintenance personnel.
- Supervise the maintenance of the Technical Manual Library and conduct inventories
- Ensure all records are accurate and up to date.
- Ensure all collateral equipment losses or short falls are properly ordered.
- Submit equipment reports to the Department Head, 3MC, CSO and the Commander for distribution to higher authority.
- Shall schedule and ensure the accomplishment of appropriate MRCs for equipment in IEM status.

Arizona Pipeline Company

20150 Sunburst St, Chatsworth, CA 91311

Electrician

05/2018-08/2019

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- Responsible for daily work order repair route.
- Perform voltage and leak tests on pressured gas risers at residential, industrial, and commercial locations.
- Installation of Protective Coating on various gas equipment including gas risers.
- Safety program; daily tailboard, review of job scope and hazard mitigation.
- Monthly vehicle inspections, accident review and lessons learned.
- Customer service, quality assurance and post repair completion follow up with customers.

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- Employee of the month twice in the past year.

Little Castle Furniture

301 Todd Ct. Oxnard, CA 93030

07/2014 – 04/2017

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- Assist shipping and receiving unloading trucks and checking in merchandise.
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area
- Sort and place materials or items on racks, shelves or in bins according to organizational standards, may also assist in counting of physical inventory.
- Open bales, crates and other containers, process parcels for shipping.
- Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer.
- Maintains safe and clean work environment by keeping shelves, pallet area, and work stations neat; Sweep, dust and mop. Organize warehouse and work area for orderliness at all times
- Assembly and upholstery of gliders and chairs utilizing hand and power tools.

Education:

- **Pacifica High School:** High School Diploma June, 2014
- **Oxnard College,** Working on Associates Degree in Business Administration June 2020-Present