

steven ramirez

San Antonio, TX

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Authorized to work in the US for any employer

Work Experience

Record Center Specialist

Iron Mountain - San Antonio, TX

January 2016 to Present

- Process incoming orders; scan carton barcodes and locations on Safekeeper system
- Investigate and resolve any order discrepancy for incoming or outgoing orders; manifest all orders, bundle and prepare for shipment
- Accurately prepare all necessary paperwork

Lab Technician

Southwest Research Institute - San Antonio, TX

March 2014 to October 2015

collect samples, study and perform tests,

Organize and store all chemicals substances, fluids and compressed gases according to safety instructions

Record all data and results in specified forms with accuracy and responsibility

Overnight Stocker

HEB - San Antonio, TX

March 2012 to October 2013

stocking the shelves with merchandise and keeping the store organized.

Loads, unloads, and moves heavy, bulky products; may unload trucks

Education

High school or equivalent in N/A

Holmes High School - San Antonio, TX

August 2003 to May 2007

Skills

Outlook