Brian A. González

|  |  |
| --- | --- |
| QUALIFICATION SUMMARY | Self-motivated and effective leader in fast-paced environments with a strong commitment to customer service and business management  Proficient in MS Excel (Pivot Tables, VLookup, HLookup, IF functions, and nesting formulas)  Understanding of manager/executive level expectation with notable presentation skills  Experience in MS Access (tables, forms, queries, and SQL code)  Consistent delivery of high-quality metrics with a high accuracy rate within Service Level Agreement  Expertise in headcount, rosters, attrition, inventory control, audits, and related databases  Complete knowledge of business operations  Works well in a team setting or autonomously |
| WORK EXPERIENCE | Jogan Health  **Vaccine Manager/Logistics Coordinator 11/2021-04/2022**  **State Of Oregon**   * Responsible for all vaccines incoming from Cold Chain in the State of Oregon. * Worked with the Oregon Health Authority, to implement structure and create plan of actions for our mobile and static sites across Oregon. * Coordinated with team leads regarding vaccine distribution to sites along with temperature monitoring system to control vaccine. * Day to day basis record keeping of temperatures for vaccines that are a in controlled freezer and refrigerators. * Followed CDC monitoring system with Digital Data Loggers and reported any discrepancies or temperature excursions to vaccine manufacturer. * Managed all supplies that came with vaccine and distributed to teams for day-to-day operations. Daily meetings with upper management and OHA regarding opening of new sites. * Ordered vaccine and supplies on a weekly basis.   IEM  **Medical Logistics Coordinator 10/2021-11/2021**  **Various Cities**   * Responsible for maintaining control and the integrity overdoses of three emergency use FDA approved vaccines that facilitated in the public. * On a day-to-day basis I collaborated with site management and upper leadership to successfully pass a CDC site assessment along with daily reports with Planning Section Chief and other functional sections. * Created and maintained legal and clinically valid documentation for receipt, inventory, and assurance of the vaccine.   Favorite Staffing/Krucial Staffing  **On-Site Project Lead Coordinator/Logistics Supervisor 08/2016-07/2021**  **Various Cities**   * Administered the hourly employees and attendance policy. * Worked with facility management to be a liaison to Zone supervisors and Unit Managers to maintain day to day operations. * Tracked hourly employee attendance records, prepared, and provided the necessary disciplinary actions, and record time sheets for corporate. * Worked as Regional State Lead in California and oversaw Southern California On-Sites and transitioned over to Texas as the State lead.   Richard’s Towing  **Administrative Assistant/Billing/Logistics Specialist 05/2016-08/2018**  **San Antonio, Texas**   * Responsible for all incoming paperwork by licensed tow truck drivers. Notified all vehicle owners of towed vehicles by via mail with certification. * Worked with city as one of four providers of tow services. Invoiced and billed all statements to local dealerships and local authorities. * Maintained an electronic filing system for dispatchers to retrieve information regarding tow lot impounds.   Sheraton Gunter Hotel  **Administrative Assistant 03/2014-04/2016**  **San Antonio, Texas**   * Assistant to 5 event planners that were responsible from weddings to incoming musicians. * Responsible for weekly Banquet Event Orders that were coordinated from Executive Chef and distributed amongst departments. * Day to day operations included providing real-time scheduling support and booking appointments, screening calls, and routing them to get them to the right party Prepare letters, memos, and other documents using word processing, spreadsheet, database, or presentation software. * Handle incoming and outgoing mail, including date stamping and distributing incoming mail. Create and maintain computer- and paper-based filing and organization systems for records, reports, documents, etc. Compile, copy, sort, and file records of office activities, business transactions, and other activities. |
| EDUCATIONAL BACKGROUND | Texas A&M University, School of Education, Kingsville, TX  General studies in Chemistry/Mathematics: 2003-2006  Bishop High School, Bishop, TX  Diploma, 2003 |
| LANGUAGES | English and Spanish |
| REFERENCES | Upon request |