

# XAVIER A. DOMINGUEZ

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## PROFILE

Two years of experience working in a fast-paced business environment implementing and optimizing inventory processes and procedures. Assisted Finance and Accounting in monthly, quarterly, and yearly closings. Strong leadership, analytical skills, and work ethic to efficiently manage multiple priorities. Advanced user with Microsoft Word, Excel, PowerPoint, and Outlook.

## EDUCATION

Bachelor of Science In Industrial Engineering  
Texas Tech University

December 2012  
Lubbock, Texas

## PROFESSIONAL EXPERIENCE

2013 – 2015

***Inventory Control Specialist***  
Harsco Industrial IKG

Channelview, Texas

- Oversaw inventory encompassing raw material, work-in-process, and finished goods valued at a monthly average of \$9.5M.
- Implemented new procedures and monitored existing procedures to ensure inventory was properly allocated throughout the supply chain.
- Coordinated inventory cycle counts through internal controls and independent external auditor's standards to sustain inventory integrity within a 98% dollar value accuracy.
- Handled all inventory transactions through an ERP (Enterprise Resource Planning) business management software in order to collect, store, and analyze data for supply chain and financial objectives.
- Managed interdepartmental communication in areas of the business where inventory control activities intersected (e.g.: Engineering, Continuous Improvement, Project management, Operation management, and Finance).
- Created and maintained partnering relationships with outside vendors to negotiate cost effective purchasing while maintaining an on-time yearly delivery of 95%.

2009 – 2013

***Delinquent Tax Collector***  
Perdue Brandon Fielder Collins & Mott LLP

Lubbock, Texas

- Collected delinquent property taxes by making personal contact with taxpayers to resolve issues and obtain payments without litigation.
- Assisted and educated taxpayers on state and county tax laws.
- Communicated with state and county entities to acquire property liens and deeds.
- Provided documentation and assisted attorneys with information on the collection process needed for litigation as needed.

Fall 2012

***Senior Design Industrial Engineer Project Intern***  
Texas Tech Physicians Lubbock

Lubbock, Texas

- Performed data analysis by identifying key performance indicators and proposing optimization to system processes affecting an estimated 2 million accounts across four major hospitals.
- Applied business intelligence and industrial engineering methodology to gain insight of Denial Management billing in order to statistically support findings.
- Utilized MS Office tools, engineering models and theories to enhance data analysis in order to create reports, which aided management in critical decision-making.