

Adrian Valencia

915-216-9760

QUALIFICATIONS

- Certified Forklift License
- Skilled in safe forklift driving and warehouse operations: handled order expediting of electronics and fragile equipment, Preparing Purchase Order Shipment Reports
- Reviewing Order Management Reports for billing accuracy of Ocean/Air shipments
- Entering freight invoices into Oracle for approval and payment
- Experience in worker training and supervision
- Knowledge of general Inventory Control, FIFO, and Cycle Counting
- Self-motivated, energetic, capable of lifting, Order selecting, stocking, using rf scanner, loading and unloading, Proficient in Oracle, Excel, Word, Power Point, Telnet, Internet, Outlook, and Shared Files on the Main System

EDUCATION

Socorro High School, El Paso, TX, 1992

PROFESSIONAL EXPERIENCE

Hopper Filler **RMP Personnel** **El Paso, TX**
Jan 2, 2014 - Jan 25, 2014

- Feed materials into or remove materials from machines or equipment that is automatic or tended by other workers. Watching gauges, dials, or other indicators to make sure a machine is working properly.

Caregiver **Self Employed** **El Paso, TX**
June 2012 - August 2013

- Assist in bathing, dressing, grooming, lighthouse work, plan and prepare meals, escort on appointment, make beds and change linens, plan and prepare meals.

Traffic Yard Controller **Hoover** **El Paso, TX**
May 2010 - November 2011

- **Forklift Operator**
- Prioritizing Shipments to Mexico for assembly of parts for finished goods
- Updating, Maintaining and tracking shipments exported/imported on a shared file. Import/Export Duties, Maintain professional communication with personnel in Juarez Plant verbally, written, and via e-mail
- Duties as follows: Selecting and loading of specific part models to be shipped to Mexico for assembly as per Kit Pick List

Forklift Operator/Warehouse **Volt** **El Paso, TX**
August 2009 - September 2010

- Receive Raw Materials, Verify Raw Materials, and Prepare shipments to be exported to Mexico. Load and unload trucks

Team Leader/Traffic Analyst **BRK First Alert** **El Paso, TX**
November 2006 - September 2008

- Making sure Air/Ocean Shipments arrive in a timely manner, Run Freight Invoice reports for the Accounts Payable Department and follow up to ensure payments are being made in a timely manner to prevent additional charges process duty invoices for payment