

MANUEL TOVAR

8923 OTYOKWA WAY
EL PASO, TX 79907
(915) 226-4782 Ext.:

Work History**Dynamic Tool Co Inc.,
Production Labor****Aug 16, 2013 - Jan 20, 2015**

Move freight, stock, or other materials to and from storage or production areas, loading docks, delivery vehicles, ships, or containers, by hand or using trucks, tractors, or other equipment.
Sort cargo before loading and unloading.
Attach identifying tags to containers or mark them with identifying information.
Read work orders or receive oral instructions to determine work assignments or material or equipment needs.
Stack cargo in locations such as transit sheds or in holds of ships as directed, using pallets or cargo boards.
Record numbers of units handled or moved, using daily production sheets or work tickets.
Install protective devices, such as bracing, padding, or strapping, to prevent shifting or damage to items being transported.
Direct spouts and position receptacles, such as bins, carts, or containers so they can be loaded.
Maintenance and calibration on all types of machinery.
Operate different types of machinery.

**El Paso County Sheriff's Department,
Detention Officer****May 16, 2001 - May 29, 2013**

Conduct head counts to ensure that each prisoner is present.
Monitor conduct of prisoners in housing unit, or during work or recreational activities, according to established policies, regulations, and procedures, to prevent escape or violence.
Inspect conditions of locks, window bars, grills, doors, and gates at correctional facilities to ensure security and help prevent escapes.
Record information, such as prisoner identification, charges, and incidences of inmate disturbance, and keep daily logs of prisoner activities.
Search prisoners and vehicles and conduct shakedowns of cells for valuables and contraband, such as weapons or drugs.
Use weapons, handcuffs, and physical force to maintain discipline and order among prisoners.
Inspect mail for the presence of contraband.
Guard facility entrances to screen visitors.
Maintain records of prisoners' identification and charges.
Process or book convicted individuals into prison.

**Immigration & Naturalization,
Border Patrol Agent****Feb 01, 2000 - Jul 31, 2001**

Examine immigration applications, visas, and passports and interview persons to determine eligibility for admission, residence, and travel in the U.S.
Detain persons found to be in violation of customs or immigration laws and arrange for legal action, such as deportation.
Inspect cargo, baggage, and personal articles entering or leaving U.S. for compliance with revenue laws and U.S. customs regulations.
Locate and seize contraband, undeclared merchandise, and vehicles, aircraft, or boats that contain such merchandise.
Interpret and explain laws and regulations to travelers, prospective immigrants, shippers, and manufacturers.
Institute civil and criminal prosecutions and cooperate with other law enforcement agencies in the investigation and prosecution of those in violation of immigration or customs laws.
Testify regarding decisions at immigration appeals or in federal court.
Record and report job-related activities, findings, transactions, violations, discrepancies, and decisions.
Determine duty and taxes to be paid on goods.
Collect samples of merchandise for examination, appraisal, or testing.

**American & EFIRD,
Warehouse Worker****Jun 01, 1996 - May 31, 2001**

Receive and count stock items, and record data manually or using computer.
Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust

errors.

Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.

Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.

Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.

Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.

Keep records on the use and/or damage of stock or stock handling equipment.

Examine and inspect stock items for wear or defects, reporting any damage to supervisors.

Provide assistance or direction to other stockroom, warehouse, or storage yard workers.

Maintenance on all equipment inside and outside of entire warehouse.

Repairing, trouble shooting on all machinery in warehouse.