

ALLEN HOPFENBERG

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PROFESSIONAL SUMMARY

Detail-oriented operations professional with 12+ years of experience in logistics, coordination, and high-volume environments. Proven ability to manage workflows, maintain accuracy, meet deadlines, and adapt quickly to new systems and processes. Seeking to leverage strong organizational, communication, and problem-solving skills in a new industry setting.

PROFESSIONAL EXPERIENCE

Order Selector / Forklift Operator (Temporary Worker)

Essex Brownell | April 2026 – May 2026

- Select and pack orders using pick lists, carts, and forklifts to ensure accurate and timely fulfillment
- Build and secure pallets for large and heavy freight shipments
- Process shipments using UPS WorldShip, including billing to shippers and receivers
- Coordinate customer pick-ups (will call), ensuring accurate order staging and verification
- Prepare and ship freight orders via FedEx, Estes, and ABF, ensuring proper documentation and handling
- Generate pick lists, bills of lading (BOL), and shipping labels
- Shrink wrap and weigh pallets using a rotating stand-alone machine
- Load and unload trailers safely and efficiently
- Handle and lift materials up to 75–85 lbs as required

Warehouse Coordinator & Floor Selector

United Natural Foods, Inc. (UNFI) | 03/2022 – 09/2025

Transfer from Floor Selector to Office/Warehouse Coordinator supporting Produce (Alberts) and Tony's Fine Foods operations.

- Coordinated daily warehouse operations including batching, order preparation, and route closeout using Retalix and Albsys systems
- Built truck maps to optimize trailer capacity and prevent overloads
- Sent hourly production reports and adjusted labor to meet shipping deadlines
- Processed weighted products and ensured order accuracy
- Printed and distributed selector assignments to support workflow efficiency
- Selected dry, cooler, and produce products using electric pallet jack (single and double)
- Built and wrapped pallets in compliance with food safety and allergy separation standards
- Assisted with forklift and reach truck operations in a high-volume distribution environment

Fulfillment Associate

Amazon | 05/2019 – 10/2021

- Cross-trained in stow, pick, count, and outbound operations
- Maintained inventory accuracy through bin audits and cycle counts
- Identified and resolved mislabeled, damaged, or incorrect product issues
- Repacked and prepped items for shipment to customers and other facilities

- Supported workflow efficiency by supplying workstations and removing waste

Production Line & Logistics Associate

Mark VII Equipment | 09/2015 – 05/2019

Production:

- Assembled rollover carwash systems including motors, sensors, pneumatic lines, and hoses
- Installed and wired drive motors and mounted side columns and crossbeams
- Ordered and maintained required parts to support production schedule

Logistics (Heavy & Small Parts Shipping):

- Conducted daily forklift inspections and safety documentation
- Picked, pulled, packed, palletized, and prepared shipments (SAP system)
- Loaded flatbed trailers and secured loads for transport
- Processed FedEx/UPS shipments and confirmed order accuracy
- Managed incoming inventory and stocked warehouse shelves

Customer Service Associate

Ocean Express Carwash | 10/2015 – 09/2017

- Operated register (cash, credit, gift cards)
- Inspected vehicles prior to wash entry
- Monitored tunnel operations for safety
- Performed opening and closing procedures
- Maintained cleanliness of facility and lot

Inventory Management / Backroom Associate

Walmart | 06/2013 – 10/2015

- Managed backroom, freezer, and chiller inventory
- Conducted inventory audits and stocked sales floor
- Maintained inventory accuracy and supported floor associates

Inventory Specialist (Key Holder)

DISH Network | 10/2011 – 05/2012

- Managed warehouse inventory using Oracle 11i system
- Prepared and reloaded technician vans
- Conducted nightly inventory counts and reconciliations
- Processed returned/defective equipment for shipment
- Secured facility and set alarm as closing associate

SKILLS

Warehouse & Equipment:

Electric Pallet Jack · Forklift · Reach Truck · Manual Pallet Jack · Walking Stacker · Order Picking · Palletizing · Load Securing

Inventory & Systems:

Inventory Control · Cycle Counts · SAP · Retailx · Albsys · Oracle 11i · Barcode Scanners · Data Entry

Operations & Administration:

Truck Routing · Production Reporting · Microsoft Office · MS Teams · Clerical Support · 10-Key · Customer Service

EDUCATION**High School Diploma**

Denver East High School

Additional coursework completed in Computer Information Systems and General Education at:
Front Range Community College

Metropolitan State College of Denver