

# AV ALAN VELASQUEZ

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<b>PROFESSIONAL SUMMARY</b>	Supervisor, team lead, Experienced Shipping international & Receiving/ Warehouseman/ Inventory control specialist with background working in fast-paced shipping environments moving merchandise of diverse sizes and types. Keeps work areas neat with strong housekeeping skills. Organized, dedicated and focused on going above and beyond requirements to contribute to team success.
<b>WORK HISTORY</b>	<b>SKILLS</b> High skill in computer management Packing and scanning, High skill in Forklift Operation, High skill using the different shipping system/ Software's. Materials transportation Packaging Order Picking and Processing Bill of Lading, customer invoicing international procedures and paperwork Logging Paperwork Computer inventory Microsoft Excel & Microsoft word systems Scheduling Vendor relationship Inventory Control management Sorting and Labeling Package labeling Record keeping Safety and compliance.

International shipping supervisor & domestic shipments: The Hibbert group (from 01/2022 –

**Currently Employed)**  
**Aurora Colorado**

Using the JDA Solutions system, I was in charge of planning the orders for their picking and packing. Separating each order by customer and assigning work to the people who pick up the orders.

"Wave planning position"

- Handles domestic and international processes with small packages carriers and LTLs
- Coordinate daily, weekly, monthly shipments for a variety of customers
- Verify processes and maintain logs and records
- Logistics management
- Logistics software systems for tracking shipments and analyzing data
- Negotiation skills with vendors
- Allocate workload by planning, monitoring, and assessing

Creating Shipping Labels for International shipments using the following shipping systems

DHL easyship international System

UPS worldship software

FEDEX ship manager System

Blujay solution package

I must oversee every shipment that goes out internationally and domestically.

I must create shipments by calculating the weight, dimensions and for each shipment I have to create customer invoices by entering the Commodity codes (harmonized codes) and item description in the different systems depending on the customer preference,.

Using the different brokers, I also i have to schedule the freight shipments LTL, taking weight dimensions and I have to create an email for the pickup request.

I am also I must train the new people, so that they can be able send packages internally in the United States and the world in general.

I use Microsoft Word and Excel to create customer invoices manually for the different countries. (Knowing the different requirements for each country)

Using the forklift i must load pallets when necessary.

I must write an email to request quotes for the different transportation rates for the shipments.

we work for more than 36 clients for example:

Accenture - DEXCOM

BI-AH - Eli Lilly Clinical Trials

Biosteel - Intel Corporation

CHR Hansen - International Justice Mission

CoBank – maxar - Convatec – public label – TCAG -

David Henderson (warehouse Manager phone # (303) 913-2396)

Brad Byrnes (Director Operations Phone # (303) 913-2379)

Alfredo Godoy (receiving Manager Phone # (720) 939-3448)

Warner Deena (Human resources & client services (720) 384-8817)

**Shipping and Receiving Clerk** | DURO BAG -

01/2020 - 01/2022

Brookshire , Texas

Inventory specialist/ Inventory, cycle counts

Forklift operations

Shipping clerk

Material movement/ staging

Creating UPS, FedEx shipping labels

Using the Microsoft Dynamics System AX order management system and processes

Received all purchase orders from the company

Invoices, receiving and paying more than 2 million dollars

Created roll transfer shipments for other companies, calculating the weight and MSF of each roll

Completed mathematical calculations to check weights and dimensions of shipments.

Maintained accurate computer records of materials weights, bill amounts and identified variances.

Received incoming shipments, compared contents against associated records and transmitted to proper department.

Organized storage areas to optimize materials movements and minimize labor hours.

Ricky kuvach (Manager) (678) 763-5605

Dania (Production Manager) (281) 254-9153

**Warehouseman** | IGLOO CORP - katy, Texas

01/2019 - 01/2020

Load and unload truck

Daily inventory

High computer skills  
Microsoft PowerPoint management  
Forklift Safety  
Operating a Forklift  
Forklift Maintenance  
Customer service  
Prepared pallets of boxes for easy transportation between customer and storage locations.  
Alternated goods in inventory by observing first-in and first-out approach to keep shelves organized and properly stocked.  
Removed debris and hazardous materials from packing area to avoid contamination.  
Assisted warehouse manager with during busy periods, developing new skills while boosting warehouse efficiency.

Ernesto Lopez (Manager Nighth shift) (832) 492-4622

**Warehouse/ Pick and Pull** | UPS SCS -Herndon VA      06/2018 - 01/2019 Shipping and receiving packages

Inbound and outbound computer parts  
Scanner and doing inventory  
Pallet jack (electric) to move products throughout the warehouse  
Loaded and unloaded packages from delivery trucks  
Customer service  
Inspected incoming and outgoing shipments to verify accuracy and prevent errors.  
Confirmed accuracy, quality and quantity of materials received and listed on BOL.  
Managed product staging to efficiently transfer items between receiving, storage and shipping locations.  
Prepared orders for shipment by systematically picking, packing and labeling merchandise.  
Labeled and accurately moved customer orders to meet shipment timetables and minimize errors.

Luis Gomes (Manager) (323) 770-2936

Luther Jr (Manager) (443) 703-9504

**Forklift Operator** | Stone Brewing Company,  
California - California

06/2017 - 04/2018

Used strapping and bracing techniques combined with proper balancing to prevent load shifting.  
Transported goods between warehouse locations according to shipment and storage needs.  
Updated daily logs with production data such as weights, destinations and delivery times to keep management current on team activities.  
Removed orders from storage, wrapped and staged for shipments.  
Packed items into appropriate containers for shipment. Inspected equipment for defects and performed repairs or maintenance tasks.  
Communicated with floor managers to determine merchandise placement.  
Monitored production schedule to keep proper amount of inventory on hand.  
Jimmy walker (Manager) (562) 248-4968

## **EDUCATION**

El Salvador  
**High School Diploma.**  
**Universidad**  
**Evangelica de El**  
**Salvador**  
**professional**  
**references**

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Warner Deena (Human resources & client services (720) 384-8817)  
Luis Gomes (UPS Manager in Virginia)  
Ricky Kovatch (Warehouse Manager Novolex)

I SPEAK SPANISH AND ENGLISH!