

# ALEXANDER PAYTON

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## PROFESSIONAL SUMMARY

Highly skilled professional with extensive experience in heavy equipment operation, forklift handling, material handling, and shipping and receiving. Background includes supervising field operations, managing teams, and ensuring the efficient flow of materials in demanding environments. Proficient in maintaining safety standards, troubleshooting equipment, and optimizing productivity while ensuring accurate inventory management. Adept at managing shipping logistics, coordinating deliveries, and improving operational efficiency. Demonstrated success in leadership roles, overseeing day-to-day operations, and fostering a productive work environment. Eager to contribute to a company that values growth opportunities and offers a pathway for advancement while providing a stable and rewarding position.

## AREAS OF EXPERTISE

- Heavy Equipment Operation
- Forklift Operation
- Material Handling
- Shipping & Receiving
- Inventory Management
- Equipment Maintenance
- Logistics Coordination
- Process Optimization
- Load & Unload Shipments
- Shipping Documentation
- Analytical & Strategic Planning
- Leadership & Team Building
- Time Management & Quality Control
- Warehouse Safety Protocols
- Problem-Solving & Decision Making

## WORK EXPERIENCE

### Direct Lumber & Door-Fort Collins, CO

#### Inside Sales Support

May 2021 – Feb 2025

Managed and documented transfers of trucks between Denver and Fort Collins lumber yards, ensuring timely and accurate transportation of materials. Built and counted lumber packs for housing developments, optimizing inventory management and supporting construction projects.

- Proficiently operated a forklift to load and unload trailers, demonstrating strong equipment handling skills and contributing to efficient logistics operations.
- Demonstrated effective time management by overseeing the night crew and coordinating tasks to meet project deadlines and operational requirements.
- Collaborated with the outside sales team to develop housing development templates for doors and millwork, streamlining the sales process and enhancing customer service.
- Utilized Excel spreadsheets for cycle counts, demonstrating strong data management skills and attention to detail in inventory tracking processes.
- Optimized project progress by managing Rhino software for ticket work, ensuring 100% accuracy in tracking orders and enhancing operational efficiency.
- Implemented regular cycle counts of products, resulting in a reduction in inventory discrepancies and maintaining precise inventory levels for seamless operations.
- Enhanced logistics efficiency by promptly logging received trucks into the bistrack system, leading to improvement in shipment processing times and inventory accuracy.

### Direct Lumber and Door of Colorado-Denver, CO

#### Field Supervisor

May 2021 - Feb 2025

Efficiently followed schedules for builders, ensuring seamless coordination and timely completion of construction projects. Conducted detailed house walks to identify and address problem areas, either delegating tasks to installers or personally resolving issues to maintain project quality.

- Proficiently handled foundation, trim, hardware, and final walks on homes under construction, ensuring high-quality workmanship and adherence to project specifications.
- Supervised and managed installer schedules for single and multi-family housing developments, resulting in an increase in on-time project completions and improved alignment with builder requirements.

- Applied advanced tool knowledge to efficiently repair and install trim, doors, and hardware, ensuring high-quality workmanship and client satisfaction.
- Utilized the Fast Field App for precise site assessments, accurately marking door sizes, swing directions, and hardware requirements, streamlining the installation process and reducing errors.
- Demonstrated strong project management skills by successfully executing projects within budget constraints and meeting strict timelines, resulting in on-time project completion and client satisfaction.

### Renewable fiber Inc.-Wellington, CO

#### Front End Loader Operator

Oct 2019 - May 2021

Expertly operated a front-end loader to produce compost using manure and additives, showcasing proficiency in material handling and production processes. Conducted daily inspections and maintenance checks on equipment, ensuring optimal functionality and minimizing downtime for maintenance purposes.

- Loaded and unloaded materials from trucks and railcars with precision, maintaining efficient logistics and timely deliveries of materials.
- Maintained a safe and organized handling and storage system for materials, reducing the risk of accidents and enhancing workplace efficiency.
- Effectively communicated with coworkers and supervisors to coordinate material movements and tasks, fostering a collaborative work environment.
- Demonstrated strict adherence to safety guidelines and company policies, prioritizing the well-being of oneself and colleagues.
- Upheld a clean and organized work area, promoting a safe and productive work environment for all team members.

### Branding Iron-Laporte, CO

#### Cashier/Sales Associate

Dec 2020 - Mar 2021

Managed stocking of the cooler and efficiently put away new shipments, ensuring timely availability of products for customers. Operated as a cashier, processing transactions accurately and providing excellent customer service at the checkout counter. Proactively restocked shelves and curated attractive displays, enhancing product visibility and driving sales.

- Greeted customers warmly and offered friendly, helpful assistance, contributing to a positive shopping experience.
- Provided personalized assistance to customers, addressing their inquiries and concerns effectively to ensure a positive shopping experience.
- Supported inventory management by overseeing shipments, conducting stock counts, and maintaining accurate product levels.

### Rich Curtis Spotting Service through Anheuser Busch-Fort Collins, CO

#### Lead Spotter

Aug 2017 - Oct 2019

Loaded tractor trailers with dunnage to secure shipments, ensuring safe transport of goods and preventing movement during transit. Trained new team members on spotting procedures and best practices, facilitating their successful integration into the team.

- Assisted with managerial duties, demonstrating leadership and contributing to the efficient operation of the spotting service.

#### Additional Experience:

**Laser Technician for Guns** | American Legacy Firearms-Fort Collins, CO | Feb 2016 - Aug 2017

**Cashier/Customer Service** | Loaf N Jug-Wellington, CO | Jun 2014 - Feb 2016

#### EDUCATION AND CERTIFICATIONS

- High School Diploma
- Non-CDL Class C
- Driver's License | Dec 2023 - Feb 2029
- Front-End Loader Certificate | Oct 2019 - Oct 2022
- I have my operator qualification card for 3 years.