

Alicia Casias

Longmont, CO 80501

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Work Experience

Shipping Supervisor

ARC Group Worldwide - Longmont, CO

May 2010 to September 2023

1. Shipped pallets of parts out to vendors
2. Received in product and quality inspected
3. Created packing slips
4. Generated purchase orders
5. Cycle counts
6. Inventory counts
7. Contacted vendors for each specific treatments
8. Inspected certifications from vendors
9. Shipped LTL freight / ground
10. Inspected haz mat material incoming and outgoing
11. Worked with excel and CS9 windows

Education

High school diploma

Skyline High School - Longmont, CO

August 2004 to July 2008

Skills

- Shipping & Receiving
- Warehouse Supervisor Experience
- Warehouse Experience
- Forklift
- Order Picking
- Freight Experience
- Load & Unload
- Packaging
- Materials Handling
- Manufacturing
- Quality Control
- Pallet Jack

- Microsoft Office
- Microsoft Excel
- Microsoft Word
- Computer skills
- Communication skills
- Customer service
- Data collection
- Data entry
- Laboratory procedures
- Organizational skills
- Load & unload
- Quality control

Certifications and Licenses

Forklift Certification

July 2011 to Present

Hazmat Endorsement

July 2015 to July 2024