
BERNARDO ESTRADA

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EXPERIENCE

SERVER, DON JUAN'S MEXICAN RESTAURANT; LASALLE, CO — 2011- 2012

- Greet incoming guests.
- Provide excellent service as a server.
- Help clean tables as necessary.
- Occasionally help at the bar.
- Occasionally attend and assist catering jobs.

LEAD SALES ASSOCIATE, DOLLAR GENERAL; PLATTEVILLE, CO — 2012- 2016

- Quickly and accurately run the cash register.
- Quickly and efficiently stock shelves.
- Open and close the store when being the manager on duty.
- Fill out appropriate paperwork for damaged and returned goods.
- Assist driver when a new shipment arrives.

WAREHOUSE ASSOCIATE, OTTERBOX DISTRIBUTION CENTER; FREDRICK, CO — 2017-
2019

- Provide production line with product.
- Review the BOM to make sure all components are present on the production line.
- Work with production associates to ensure the line is moving quickly and accurately.
- Help with packaging product when the product starts to overflow.

DISTRIBUTION COORDINATOR, MKS INSTRUMENTS; BROOMFIELD, CO — 2019 -
PRESENT

- Receiving: checking quantities and pack slips to make sure product gets received correctly.
- Shipping: securely packing product and filling out the correct paperwork for shipping.
- Material Handling: pulling the correct product for manufacturing and for outside processing.
- Occasionally communicating with suppliers.
- Working with buyers and planners to maintain stock.
- Use Oracle and Microsoft Office daily.
- Safely use forklift to bring down heavy pallets in warehouse.

EDUCATION

AIMS COMMUNITY COLLEGE, GREELEY, CO — ASSOCIATE DEGREE, 2015
VALLEY HIGH SCHOOL, GILCREST, CO — 2012

SKILLS

- Fluent in Spanish
- Forklift Certified
- Microsoft Office
- Oracle

REFERENCES

- 1.) Carolyn Lambert - Distribution Coordinator, MKS Instruments - (970) 744 9716
- 2.) Cole Wurl - Warehouse Lead, MKS Instruments - (720) 422 7085
- 3.) Richard Fuller - Shipping, MKS Instruments - (303) 588 2175