

# Bobby Davis

Longmont, CO

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Over the last decade, I have obtained extensive customer service experience in various retail, warehouse, and managerial positions. I am known for being resourceful, a problem-solver and a leader. My background includes, but is not limited to, supervising and motivating a team, working one-on-one with customers, and responsibly handling both small and large problems that arise within a company. Through this process, I have developed excellent communication skills, decision-making skills and time-management skills. I mindfully work with a positive attitude. As a manager, I am very patient and pride myself on my ability to teach others. I have a strong work ethic, and as a leader, I expect those who report to me to have a strong work ethic as well.

## Work Experience

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### **Fulfillment Lead**

Jot Labs - Boulder, CO

October 2021 to Present

- Fulfill orders in a timely fashion
- Build orders with accuracy to ensure customer satisfaction
- Knowledgeable use of Ship Hawk and other electronic shipping programs
- Verify quality of bottles shipped to customers
- Pay attention to efficiency to ensure orders are shipped in a timely manner
- Managed fulfillment KPIs for same day shipping
- Coached a team for top efficiencies and moral
- Primarily focused on retention and pushed employees to challenge themselves
- Investigated claims and returns, tracked them down, and process claims through UPS
- Kept track of inventory using the combination of RF Smart and Netsuite

### **Logistics technician**

Jm smucker - Longmont, CO

March 2019 to August 2021

- Coordinated the inbound and outbounds of raw materials
- Unloaded and loaded merchandise onto semi trucks
- Maintain inventory
- Pulled select orders using a single double

### **Shipping**

Vestas Blades - Brighton, CO

February 2017 to February 2019

- responsible for checking all maps and safety inspections on equipment
- assist production by moving 18ton blades
- Check in, unload, and reload containers
- Coordinate moves safely and efficient

- Follow all safety guidelines

### **Dock Lead**

Shamrock Foods Distribution - Denver, CO

January 2013 to October 2018

- head in receiving and supervisor over 12 employees
- closely observed every item brought onto the dock to assure every item was in perfect condition
- minor repair on all forklifts and/or cherry pickers
- repaired door knobs and light fixtures
- trained all employees on warehouse safety and discipline
- handled all paper work pertaining to my receiving duties
- made sure frozen and cooler items were at there correct temperature/with-in range

### Education

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#### **High School Equivalency Certificate**

#### **Southwest University**

### Skills

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- Shipping Receiving
- Warehouse Associate
- Forklift
- Shipping
- Logistics
- Fabrication

### Certifications and Licenses

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#### **Forklift Certification**