

# Brayden Archuleta

Syracuse, UT 84075

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Authorized to work in the US for any employer

## Work Experience

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### **Transporter**

ADESA-Salt Lake City, UT

April 2023 to Present

- Pick up and deliver to and from dealerships
- Make sure inventory is correct location
- Professional customer service with dealerships
- Dressing appropriate
- Good communication

### **Service Technician**

Bossard NA-Salt Lake City, UT

December 2020 to August 2022

Placing orders

- Manage & oversee 3000 different parts (fasteners)
- Weekly meetings(2-3x)
- Sizing & resizing bins accordingly to customers needs
- Assisting customer w/ correct Parts needed
- Working with production department to ensure proper stock and inventory of needed materials.
- Responsible for Receiving Packages
- Handling inventory items weighing 50-75 lbs
- Usage of Pallet jack occasionally when needed
- Watching and keeping track of incoming Freight
- Correlating Invoices with correct parts and location
- Ordering special parts
- Adding/Deleting Parts from configuration
- Have Basic computer skills familiar with word/Excel & Familiar With Microsoft Teams & Bartender
- Weekly audits of inventory
- Maintain a clean work environment in both departments

### **Shipping and Receiving**

Olive & Cocoa-Salt Lake City, UT

September 2018 to November 2019

Package and handle parts get ready for shipping

## Education

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### **High school diploma**

#### **High school diploma or GED**

Layton High School - Salt Lake City, UT

## Skills

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- Sales Experience
- Warehouse Experience
- Packaging
- Heavy Lifting
- Pallet Jack
- Order Picking
- Service Technician Experience
- Forklift
- Computer Networking
- Communication skills
- Purchasing
- Analysis skills
- Microsoft Excel
- Microsoft Office
- Quality control
- Quality assurance
- Quality inspection
- Micrometer
- Power tools
- Schematics
- RF scanner
- Order picker
- Picking & packing