

Bruce Letz

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Dedicated warehouse professional with extensive experience at Flexpak, skilled in receiving stock and shipping logistics. Forklift certified and adept at stock picking, I excel in fast-paced environments. A quick learner with strong attention to detail, I thrive both independently and as part of a team, ensuring efficient operations and safety compliance.

Skills

- Receiving stock
- Sorting and labeling stock
- Stock picking
- Skid building
- Loading and unloading trucks
- Locate stock using RF gun
- Shipping (FedEx and UPS)
- Warehouse safety

Work History

Shipping and Receiving Clerk

Flexpack, Aurora, CO

September 2013 - April 2025

- Operated equipment such as forklifts and balers to move outgoing shipments to loading area.
- Completed basic mathematical calculations to check weights and dimensions of shipments.
- Received incoming shipments, compared contents against associated records and transmitted to proper department.
- Packaged goods in safe containers to prepare for shipping, adhering to packaging protocols.
- Used pallet jacks and dollies to load and unloaded goods from trucks and containers.
- Moved shipment materials to and from designated areas using lift and hand trucks.
- Sorted and delivered materials to different work areas and staff.
- Packed, secured, labeled and applied postage to materials to prepare items for shipment.
- Utilized forklift or pallet truck to load, unload, transport and store goods.
- Handled day-to-day shipping and receiving overseeing more than 8 trucks per day.

Assembler

Nite Ize, Boulder, CO

August 2013 - September 2013

Attached customer products to shipping materials using zip ties.

Material Handler

BI, Boulder, CO

October 2010 - February 2013

- Transported inventory items to appropriate locations.
- Kept storage areas organized, clean, and secure to fully protect company assets.
- Used hand-held scanners and physical logs to accurately track item movements.
- Used machinery and equipment such as box cutters, shrink-wrap guns and electric pallet jacks.
- Drove forklifts, pallet jacks and other equipment to move materials.
- Maintained clean, orderly work environment free of hazards.

Warehouse Worker

Kable Fulfillment, Louisville, CO

December 1997 - March 2010

- Loaded, unloaded, and moved material to and from storage and production areas.
 - Used machinery and equipment such as box cutters, shrink-wrap guns and electric pallet jacks.
 - Used handheld scanners to efficiently track and maneuver freight throughout distribution network.
 - Maintained clean, orderly work environment free of hazards.
 - Assisted in receiving, stocking and distribution of merchandise.
 - Drove forklifts, pallet jacks and other equipment to move materials.
 - Loaded and unloaded materials onto and off of trucks for fast shipment.
 - Operated moving truck safely to deliver items to destination without nicks or scratches.
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Education

Associate of Applied Business

Front Range Community College, Westminster, CO

High School Diploma June 1988

Niwot High, Niwot, CO

Certifications

Forklift certified