

# Carlos Valdez

## **Warehouse/Shipping & Receiving**

Thornton, CO 80229

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720-377-4274

Seeking an opportunity with a company as a associate. Where my skills can be utilized, while proving to be a valuable asset to the company.

Authorized to work in the US for any employer

## Work Experience

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### **Lead Warehouse Associate**

O'Meara Ford - Northglenn, CO

March 2015 to Present

#### Responsibilities

Responsible for receiving/putting away morning stock, pulling customer orders as well as delivery orders, shipping and receiving, process returns and damaged product, load and unload freight, data entry, inventory control, operate forklift ,pallet jack, RF scanner, bin reports, assist delivery drivers with loading orders.

#### Accomplishments

The impact that I show well being employed with this company was vital. Making sure all shipping and receiving, order selecting, inventory was done in a detailed and accurate manner

#### Skills Used

My experience with shipping and receiving, forklift operating, inventory control, data entry and the ability to pull customer, delivery orders accurately and in a timely manner along with a strong work ethic and the willingness to go the extra mile

### **Customer service**

Alliance Data - Westminster, CO

November 2013 to November 2014

- Call center rep.
- Answering phone calls
- Data entry
- Process payments
- Solve all customer issues with product and website issues
- All general customer service

### **order selector, wire cutter**

REXEL - Denver, CO

January 2013 to November 2013

- Order pulling
- Transfer pulling

- Wire cutting
- Pipe pulling
- Pallet wrapping
- Keeping a clean work environment

### **Asst. Department Manger/Forklift Operator/Warehouse**

Floor & Decor - Arvada, CO

2010 to December 2012

- Dealing direct/over phone with customers to provide all services available to them
- Ordering product from vendors to keep product stocked for customers
- Deal with customer complaints, concerns regarding product or customer service
- General warehouse/forklift operating
- Loading and unloading of freight, delivery and customer vehicles
- Stocking and storing product
- Dealing direct with customers, Pulling customer orders
- Filing paper work
- Inputting data in computer
- Keeping a clean and safe warehouse environment

### **Order Puller/Loading Dock Lead**

American Furniture Warehouse - Thornton, CO

2007 to 2010

- Stocking and storing product
- Pulling customer orders
- Maintaining clean warehouse
- Pulling transfers
- Pulling customer orders for delivery
- Checking in customers' orders
- Loading customer vehicles safely
- Customer returns and exchanges
- Trouble shooting and solving problems

### **Quality control Asst.**

SEMA Construction - Brighton, CO

2006 to 2006

2006

- Test Concrete
- Inspect Concrete Forms
- Report any problems/concerns to QC. management
- logging results on concrete test

### **Plant Worker**

Rocky Mountain Colby Pipe - Denver, CO

2004 to 2005

- Forklift Operator
- Machine Operator
- Material handler

## **Lot Attendant/ Cashier**

Kmart - Northglenn, CO

2004 to 2004

- Lot attendant
- Cashier

## Education

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### **High school or equivalent in General**

Thornton High School - Thornton, CO

## Skills

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- Warehouse Associate (10+ years)
- Forklift (10+ years)
- Picker Packer (10+ years)
- Order Puller (10+ years)
- Shipping Receiving (10+ years)
- General Labor (10+ years)
- Loading (10+ years)
- Shipping (5 years)
- Unloading (10+ years)
- Materials Handling
- RF Scanner
- Pallet Jack

## Certifications and Licenses

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### **Forklift Certified**

### **Driver's License**

### **Certified Forklift Operator**

### **forklift certification**

## Additional Information

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### SKILLS

- BOL entry
- RF scanner experience
- Pipe pulling experience
- Cherry picking experience (Raymond, Yale, Crown, )
- Wire cutting experience
- 10 years Customer service experience

- Experience dealing customers in person and over the phone to answer questions and solve problems.
- Asst. department manger experience
- Cashier experience
- Forklift Certified, through past and current employment, on Sit Down/Stand Up-Forklift total of 10+ years experience (Crown, Hyster, Raymond, Toyota, Yale , Komatsu)
- Experience in Shipping and Receiving
- Experience Pulling Customer Orders
- Basic Computer Skills
- Stocking and Storing Product
- Loading and Unloading Freight Trucks
- Hard Working and Fast Learner
- Using Pallet Jack Standard, electric
- General Warehouse
- General Customer service
- inventory control
- Bin reporting