

# Christian Olvera

---

10351 zuni st , denver colorado 720 623-9057 email: colvera309@gmail.com

## Summary

Focused warehouse professional with over 5 years' experience in shipping and receiving, inventory management, and team leadership. Highly skilled in devising strategic plans to increase workflow efficiencies, team performance, and quality assurance standards. Seeking to leverage background and formal training to take next career step in warehouse management

## Highlights

- Warehouse Operations Management
- Shipping and Receiving
- Inventory Management
- Quality Assurance
- Process Improvement
- SAP

## Professional Experience

### Ivc valve company

6/18 - 2019

Assembled oil field valves

Receive inventory

Schedule carriers

Prepare shipping documents

Load unload

### Poly group services

3/17 - 6/18

- Prepare documents for carriers
- Pulled and prepared product for shipment ensuring that the exact number and type of product was loaded and shipped
- Help people pack with asp
- Exports /inbounds/ mros
- Work with Asns and sps program for retailers

### Expeditors

Forklift Driver/ shipping Clerk

5/2015 - 03/2017

- Direct warehouse functional areas, including receiving, replenishment, shipping, order filling, and returns to ensure on time and accurate receipt and delivery of inventory.
- select, train, and manage Distribution Center associates.
- Supervise receipt of merchandise to ensure only Distribution Center-designated products are accepted; ensure daily logs reflect products received.
- Oversee staff in counting, weighing, and identifying shipped items; reconcile materials against invoices, bills of lading, and customer orders.

- Word, Excel, Outlook, PowerPoint and customized database
- Prepared work orders, bills of lading and shipping
- Determine material requirements movements and deliveries

### **Harman**

**Forklift Driver/ shipping Clerk**  
**01/2014-04/2015**

- Received shipments from third-party suppliers, and packed and shipped material to vendors and shipped finished products to sterilizers.
- Pulled and prepared product for shipment ensuring That exact number and type of product was loaded and shipped
- Accurately picked, packed, and shipped finished goods to customers and sales reps while updating inventory and following related policies and procedures.
- Managed system inventory data and performed routine audits to maintain inventory and data integrity.
- Identified and communicated material and inventory issues or shortages to mitigate production disruptions.

### **Ceva**

**Forklift Driver/ shipping Clerk**  
**02/2012 - 12/2013**

- Examined contents from incoming shipments and reconciled items received or shipped with records to maintain accuracy of incoming and outgoing shipments.
- Worked with manufacturers to resolve problems, including damages, shortages, and nonconformance.
- Coordinated shipments and deliveries, and communicated with carrier to deliver shipping and receiving instructions.
- Requested and managed shipping supplies and materials to facilitate stock inventory management.
- Prepared work orders, bills of lading, and shipping orders to efficiently route materials.