

Daniel Wright Jr.

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Objective

Reliable worker with a background in shipping, receiving, packaging and inventory management. I have worked in customer services, print production, food services as well as hospitality, giving me a wide base of skills, including computer literacy.

Experience

Cartwright Distributors – Order Selector

July 2018 – December 2018

Responsible for the pulling, packaging and distribution of flooring supplies. Including but not limited to correctly pulling of ordered items and quantities to fill specific customer orders which included using fork lift and various types of equipment required to complete orders. Ensuring products are packaged properly for optimal shipping/delivery. Follow implemented guidelines for orders, packaging, maintaining work environment, safety, quality and as well as correctly inputting data per customers order.

Altamira Foods – Warehouse Worker

October 2016 – July 2018

Responsible for the packaging and distribution of specialty foods to the restaurant, hotel, and retail markets of the entire Denver-metro area, major mountain communities of Colorado and parts of New Mexico. Including but not limited to correctly pull items and quantities of to fill customer orders. Ensuring products are packaged properly for optimal shipping. Follow implemented guidelines for orders, packaging, maintaining work environment, safety, quality and legality of food products.

American Building Supply – Machine Operator

December 2014 – March 2015

Assisted the Manufacturing Division in providing value-added goods and services to customers. Responsibilities included reading and understanding production order tags, operate machines, basic hand tools as well as bench and floor mounted power tools, pulling material from bulk stock and moving to prep areas, cut bulk stock to size for production, clean and package material, perform quality control inspections, and keeping work area clean and organized.

Target – Deli Production Team Lead

May 2010 – November 2014

Responsible for the preparation of select fresh serve and special order merchandise. Followed production card specifications, ensuring all food is prepared appropriately. Monitored product sales, made adjustments to production in order to drive profitable sales. Maintained a clean and organized work area in accordance with food safety guidelines.

Cherry Creek Athletic Club – Maintenance Worker

December 2009 – May 2010

Performed regular maintenance on fitness and sports equipment. Maintained building and performed regular up keep.

Colorado Department of Public Health & Environment – Production Specialist II Aug. 2000 – Nov. 2008

Responsible for print production including the operating of the Xerox Docutech 6150 to receive, import and manipulate products for the State of Colorado (i.e. books, brochures, signage, etc.). Bindery machine operator, the operation of several different production machines. Required to operate within a specified budget to order supplies.

Education

Community College of Denver

1991-1993

Completed some courses towards General Studies Degree.

George Washington High School

May 1988

High School Diploma received.

Skills

Excellent communication and customer service skills. Works well with a team. Ability to follow directions, meet deadlines and very goal orientated. Quick learner and able to work under minimal supervision. Experience includes forklift, shipping and receiving, retail, food preparation, data entry, customer service, machine operation.