

Eric Melgares

2574 Chase Street
Edgewater, CO 80214
(720)-737-7309
ericjmelgares@yahoo.com

EXPERIENCE

JK Concepts, Inc. Denver, CO — Quality Control, Warehouse/Delivery Supervisor

May 2006 - December 2021

Oversee all aspects of outgoing product from Quality check to Scheduling, product staging, Loading, Delivery, and Distribution on site.

Review shop drawings for fabrication and/or hardware issues.

Training of Delivery, Receiving, Forklift and Shop personnel.

Pavestone Company LLC, Colorado — *Inventory Specialist*

June 2005 - May 2006

All Production and Inventory reporting.

Initiate purchase orders for parts and maintenance as per Plant Manager request.

Human Resources and Payroll functions for Plant personnel.

Land Title Guarantee Co., Colorado — *WH Coordinator, Asst. Purchasing Agent*

July 1997 - May 2005

Responsible for all Records Management functions from initial “log in” to “end of term” destruction.

All Shipping and Receiving duties.

Inventory control at Corporate Hdqtr. and Production Center.

Purchasing of supplies and “printed” material for multiple branch offices.

EDUCATION

Adams State College, Alamosa, CO — *BS Accounting*

MILITARY SERVICE

United States Marine Corps, 1979 - 82

REFERENCES

Marge Johnson
(720)394-9216

Brock Gibreal
(720)351-0092

Greg Garcia
(720)391-8657

School Name, Location — *Degree*

MONTH 20XX - MONTH 20XX

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PROJECTS

Project Name — *Detail*

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