

# Fong Vang

Frederick, CO 80504

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## Work Experience

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### **Receiving**

Otter Products - Frederick, Co

August 2022 to Present

Responsible for receiving inbound shipments and accurately putting materials into database using rf scanners. Inventory counts on any discrepancies of materials. Operated forklift for staging materials, loading and unloading trailers. Used turret lifts and cherry pickers for putting away material and inventory purposes.

### **Packaging**

Eldorado - Broomfield, CO

July 2022 to August 2022

Accurately packed and shipped online orders in shipping envelopes. Organized business to business orders in shipping boxes. Management of inventory systems to keep track of orders and accurately ship orders.

### **Shipping**

marys brands - denver, co

October 2019 to April 2020

Responsible for the production of CBD based products.

Packaged and inventoried nished goods into ms excell.

Managed inventory for shipping and receiving.

Moved nished product from production to warehouse storage. Using forklift and pallet jacks.

Organized online and business to business orders for shipping fullment.

Order picking and staging picked orders for fullment

Fullment of online and business to business orders.

### **Material Handler**

Celestial seasonings - boulder, co

September 2010 to October 2019

Responsible for order picking of outbound and inbound work orders.

Inventory management of nished products.

Restocked nished goods using FIFO.

Manage production lines by supplying packaging and raw ingredients.

Forklift operator for 9 years with pallet jack experience. Trained new temps on pallet jacking and order pulling.

Loading and unloading of trailers using forklift.

## **Inventory Management**

Walmart - Longmont, CO

June 2013 to September 2013

Restocking inventory for order pulling. Order pulling for various departments.

Responsible for inventory counts.

Received items and inventoried them to proper locations for all departments.

## **Production/Packaging**

Medtronic (formally Coviden) - Boulder, Co

April 2008 to August 2010

pallet jacking, material build specic, packaging, shipping

Responsible for the setup, to include any troubleshooting, and breakdown of events requiring technical assistance.

Translated and assembled business requirements into detailed, production-level technical specifications, detailing new features and enhancements to existing business functionality.

## **Education**

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frederick high school

August 2001 to May 2003

## **Skills**

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- Microsoft Excel
- Production Management
- Business Requirements
- Data Warehouse
- Requirements Gathering
- Materials Handling
- Order Picking
- Manufacturing
- Assembly

## **Certifications and Licenses**

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### **Forklift Certification**