

Francisco Sandoval

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Highly experienced and dedicated Shipping and Receiving Supervisor with over 15+ years of expertise in managing and overseeing daily operations of shipping and receiving departments.

Skilled in coordinating and prioritizing logistics activities, ensuring efficient and timely processing of shipments and deliveries, and maintaining accurate inventory records.

QUALIFICATIONS

- Proven ability to manage and motivate teams to achieve departmental goals and targets
- Strong knowledge of logistics and supply chain operations, including shipping, receiving, warehousing, and inventory management
- Excellent communication, interpersonal, and problem-solving skills
- Proficient in using shipping software and systems, including UPS, FedEx, DHL, and various warehouse management systems
- Ability to multitask and work under pressure in a fast-paced environment

PROFESSIONAL EXPERIENCE

Document Control Specialist

ArcherDX/Invitae Corp

February 2020 - April 2023

- Manage and maintain the document control system for the company, ensuring compliance with regulatory requirements and industry standards
- Implement processes for document control, including document retrieval, version control, and archiving
- Ensure the accuracy and completeness of all documents, including reviewing and editing as needed
- Train staff on document management systems and processes, ensuring compliance with document control policies and procedures
- Create and maintain documentation and standard operating procedures (SOPs) for document control processes

- Conduct monthly audits and quality checks to ensure compliance with document control standards and identify opportunities for improvement

Shipping & Receiving Lead and Purchasing Agent

Alpine Research Optics

May 2004 - October 2019

- Manage the day-to-day operations of the shipping and receiving departments, ensuring compliance with company policies and procedures
- Coordinate and prioritize logistics activities, including scheduling shipments and deliveries, preparing shipping documents, and tracking inventory levels
- Hire, train, and supervise a team of shipping and receiving personnel, providing guidance and support as needed
- Monitor and maintain warehouse safety and security, including maintaining a clean and organized work environment, and implementing safety procedures and protocols
- Communicate with vendors, carriers, and internal departments to ensure timely delivery of goods and resolve any shipment or delivery issues
- Utilize shipping software and systems to track inventory, create shipping labels, and manage shipping and receiving records
- Collaborate with other departments, such as sales and customer service, to ensure timely and accurate delivery of products to customers
- Conduct regular inventory audits and ensure accuracy of inventory records.

Shipping & Receiving Clerk and Quality Control

TSN Inc

September 2001 - April 2003

- Process incoming and outgoing shipments, including managing inventory, processing orders, and coordinating logistics
- Utilize quality control tools and techniques, such as inspections, audits, and product testing, to ensure the accuracy and quality of shipments and deliveries
- Collaborate with shipping and receiving teams to identify potential quality issues and implement effective solutions

EDUCATION

Diploma

Olde Columbine High School