

Gavin Carrillo

To be given a professional position with an opportunity to contribute to the success of an organization, gain knowledge & experience, and to be successful in the opportunity given

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Shipping & Receiving Clerk

Epilog Laser - Golden, CO

October 2020 to May 2021

- Prepares shipments; selects appropriate shipping container, packs items to ensure safe delivery
- Prepares bills of lading; checks items to be shipped against work orders to ascertain that destination are correct
- Receives and unloads incoming materials and compares information on packing slip with purchase order to verify accuracy of shipment
- Sorts, counts, packages, labels insure, unpacks and/or logs inventory which is shipped or received
- Inspects shipments for damages or defects; records discrepancies or damages and notifies supervisor and/or purchasing personnel

Mover/Driver Assistant

Mike's Moving Company - Riverside, CA

February 2018 to 2019

- Managed the loading and unloading of furniture from the previous location to its new designated destination.
- Responsible for assisting the clients in moving the things in the area of relocation and placing these things to its appropriate places.

Manufacturing Assistant

Duralum, Inc - Corona, CA

September 2017 to February 2018

- Assisted Machine Operator with manufacturing of aluminum panels for outdoor patio covers
- Conducted quality inspections on each aluminum panels, and prepared finished patio covers for shipments

Warehouse Associate

Lularoe - Fontana, CA

June 2016 to September 2017

- Consolidated & loaded product onto five automated different machine
- Curate leggings, shirts, dresses, and skirt

- Assist in making sure there are an efficient amount of product Profusion Cosmetics Wholesale Distribution

Warehouse Associate

Amazon Fulfillment Center - San Bernardino, CA
February 2014 to April 2015

- Picked product with an RF Gun to fulfill Customer orders
- Received Inbound inventory-Stock bins with product, and Inventory cycle counts

Warehouse Associate

Hayneedle - Riverside, CA
September 2013 to December 2014

- Unloaded/Loaded trailers, received products, stacked and moved product
- Processed orders for shipments according to all guidelines and requirements

Shipping & Receiving Coordinator

RockTenn - Corona, CA
April 2010 to September 2013

- Planned shipping schedule based on production, and purchase orders due
- Scheduled shipments, dock times, dispatched loads, and scheduled inbound deliveries
- Managed trailers for optimum utilization. Received purchase orders for outsourcing project
- Maintained accurate inventories through SAP system, and cycle counts

Customer Service Representative

Minka Group - Corona, CA
January 2008 to August 2008

Answered incoming customer's calls, entered all purchase orders into the system, and solved technical issues Resolved product or service problems by clarifying the customer's complaint; determining the cause of the problem selecting & explaining the best solution to solve the problem; expediting correction or adjustments: ensure resolution

Merchandise Processors Data Entry

Ross Distribution Center-Unit ID'er
June 2005 to December 2007

- Processed and Identified all product coming into the facility.
- Entered information into Oracle system at a standing computer terminal
- Unloaded trailers. and sorted product by sizes, colors, and descriptions

Customer Service Representative

Advanced Flow Engineering, Inc - Corona, CA
January 2001 to January 2005

- Answered incoming calls, order entry into ERP system
- Solved automotive performance technical issues
- Established new Dealer's and Distributor accounts to represent the products lines
- Handled RGA's, credits, invoicing, and shipping issues

Education

Some College in Business

Riverside City College - Riverside, CA

February 2001 to September 2003

Skills

- Shipping & receiving, Customer Service, Microsoft Office,
- Moving Experience
- Order Entry
- ERP Systems
- Oracle
- SAP
- Load & Unload
- Manufacturing
- Procurement
- Logistics
- Order Picking
- Packaging
- Freight Experience