

Isander Vargas

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I have been working in the shipping and receiving industry for over 10 years, learning every aspect of the industry while achieving and exceeding goals. I have managed warehouses and teams of at least 10 people. My past responsibilities have included overseeing the customer service component of the facility as well as assisting in the transportation.

Work Experience

Shipping and Inventory Clerk

Securis - Chantilly, VA

November 2021 to Present

Ship, maintain, and perform quality control of the inventory using e-commerce sites, ship-station, and sales-force. Responsible for stocking and purchasing supplies for the entire warehouse. Oversee the workflow and disperse the work to other team members. Also disassembled, sorted, and prepared E-waste for disposal.

Maintenance Clerk

Republic Services - Capitol Heights, MD

June 2020 to November 2021

Purchase and maintain the inventory by buying and entering PO's from Ariba into Dossier, tracking deliveries, and processing invoices. Receive, track, and manage incoming inventory. Maintain inventory by performing quality control spot checks routinely. Develop and maintain relationships with vendors to assist in the expedited processing of shipments, and speciality inventory. Maintain, process, and reconcile purchasing card transactions monthly.

Warehouse Clerk/operations,

Pilot Freight Services - Salt Lake City, UT

August 2016 to December 2019

Responsibilities included but were not limited to determining cost effective ways to ship products to customers and account management. I managed multiple accounts from initial process to final destination. As part of providing customer service, I tracked and traced the customer's freight all over the nation and provided quotes for these services. I also maintained the dock, unloading and loading trailers as well as preparing freight for shipment.

Receiving and Shipping Clerk

Sephora - Salt Lake City, UT

July 2008 to August 2016

Drove, operated, and maintained forklift. Certified to drive all equipment on premises such as: counterbalance, walkie-rider, order selector and reach truck. Unloaded and loaded trailers with inventory. Cycle count freight delivered and check for shortages while cross referencing the BOL (Bill of Lading). Safely and efficiently store freight.

Work closely with management to train new employees and draft company Shipping and Receiving protocols.

Education

High school diploma in General

Salt Lake Community College - Salt Lake City, UT
Present

Kearns H.S - Kearns, UT
1995 to 1998

Skills

- Customer Care (3 years)
- CSR (10+ years)
- Customer Service (10+ years)
- Call Center (3 years)
- Customer Support (10+ years)
- Basic Math
- Math
- Order Picking
- Reach Truck
- Warehouse Experience
- Pallet Jack
- Order Picker
- Materials Handling
- Windows (10+ years)
- Sales Experience (2 years)
- Microsoft Office (10+ years)
- Warehouse Experience (10+ years)
- Driving Experience
- Data Entry (3 years)
- Team Leader (10+ years)
- Training (4 years)
- Office Experience (5 years)
- Warehouse Distribution Experience (10+ years)
- Warehouse Management (5 years)
- Customer Relationship Management (2 years)
- Shipping & Receiving (10+ years)
- Documentation Review (3 years)

- Materials Handling Experience (10+ years)
- Inventory Control (6 years)
- Box Truck
- Delivery Driver Experience
- Load & Unload
- Logistics
- Merchandising
- Quality Assurance
- CRM Software
- Computer Networking
- Microsoft Excel
- Microsoft Word
- Microsoft Outlook
- Sales Management
- Freight Experience
- Purchasing
- Negotiation
- Warehouse Supervisor Experience
- Forecasting
- Inventory Control (4 years)
- Forklift
- Pricing
- Packaging
- SAP
- Recruiting
- Arriba (1 year)
- Purchasing (1 year)
- Clerical experience (5 years)
- Data entry (5 years)
- Analysis skills
- Order fulfillment
- ERP systems
- SAP ERP
- Management
- Data collection
- SharePoint
- Microsoft Access
- Manufacturing
- Order entry
- Research

- Filing

Certifications and Licenses

Forklift Certification