

# Jacob Bradley

## **Receiving/Inventory team lead.**

Denver, CO 80221

[jacobbradley1717@gmail.com](mailto:jacobbradley1717@gmail.com)

17204708282

Quick learner with ability to apply new strategies in the field, excellent interpersonal communication skills. Strong independent worker with the ability to be a strong team player or leader. Very analytical and detail oriented with great emphasis on planning and completing task.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Receiving/Inventory team lead and Cold Storage Specialist**

HelloFresh - Aurora, CO

April 2017 to Present

- Calculate the days pull compared to the change in demand.
- Look for shorts in inventory compared to need and find how much we need to order for future weeks.
- Locate and pull product as needed to meet demand. Using mainly forklift or electric pallet jack.
- Load/unload inventory
- Insure inventory team is properly set up to have a successful day with zero mispicks.
- Work in -4° freezer and in dry storage.
- Operate forklift for all departments in the building.
- Communicate with production and procurement to insure delivers are ordered and delivered on time.
- Will calls when emergency product is needed immediately.
- Organize donations every week.
- Set up and assist removal of all excess pallets every week.
- Input data into Excel to create pull sheets for inventory team members.

### **Fork Lift Operator**

Denver Rescue Mission - Denver, CO

April 2016 to July 2017

1. Un-load donations via fork lift.
2. Load and unload inventory into designated locations per delivery schedule.
3. Pull orders for the kitchens and donation centers across colorado.
4. Basic maintenance on forklift such as, filling forklift with water, maintaining grease levels and daily cleaning.
5. Stacking pallets, wrapping pallets, down stacking building to order and other necessary things to help maintain good Warehouse flow.

### **Forklift Operator**

Brodas - Brighton, CO

May 2013 to April 2016

Check in/out trucks. Push loads of clean dirt in lake with front end loader. Separate concrete and asphalt to prepare for grinding and resale.

### **Manager of Sales and Warehouse**

Feldkamps Furniture

September 2010 to May 2013

## Education

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### **GED**

## Skills

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Forklift Operator (6 years), Inventory Management (4 years), Payroll (3 years), Skid Operator (1 year), Cherry Picker, Excel (3 years), Forklift (5 years), Inventory Control (4 years), Pallet Jack, RF scanner, Shipping (4 years), Warehouse

## Certifications/Licenses

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### **Forklift Certified**

## Additional Information

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- Forklift operator. (Stand-up / Sit down)
- Avid excel
- Team lead receiving/inventory for last two years.