

Jamie Stewart

Broomfield, CO

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Work Experience

Distribution Specialist

MKS Instruments-Broomfield, CO

October 2022 to February 2024

Picking, organizing and issuing internal and external orders, coordinating with the parts manager to confirm counts in individual bins, retrieving parts/assemblies from racks using a forklift, working with sales team to get orders assembled ahead of time and working with other teams to coordinate the completion of complex orders according to customer demand

Prep and Flow Co-worker

IKEA-Centennial, CO

January 2022 to July 2022

Picking orders, stocking shelves, transferring stock between departments, handling shipments (receiving and sending), Updating and managing store inventory, warehouse maintenance.

Distribution Coordinator

Paragon28-Centennial, CO

January 2020 to November 2021

Handling and shipping surgical kits/instruments as well as receiving and processing returned kits from hospitals. Handling both frozen and non-frozen human tissue samples for surgical procedures. Repairing, replenishing and maintaining surgical kits and equipment. Coordinating with sales and customer service to fulfill large orders to hospitals and sales representatives in the field.

Education

Littleton High School - Littleton, CO

August 2011 to June 2015

Skills

- Customer service (2 years)
- food safety (Less than 1 year)
- RECEPTIONIST (Less than 1 year)
- RETAIL SALES (3 years)
- Warehouse Management
- Order Picking
- Load & Unload
- Shipping & Receiving

- Store Management Experience
- Packaging
- Pallet Jack
- Warehouse Experience
- Heavy Lifting
- Warehouse Distribution Experience
- Order Picker
- Organizational skills
- Distribution center
- Warehouse experience
- Order picking
- Mechanical knowledge
- Warehouse management
- Heavy lifting
- Load & unload
- Forklift
- Outdoor work
- Shipping & receiving
- Microsoft Office
- Inventory control
- Microsoft Outlook
- Microsoft Excel
- Kanban
- Computer skills
- Driving
- Inventory management
- Communication skills
- Tile laying
- Maintenance
- Schematics
- Lean
- Retail sales
- Cash handling
- Store management
- Front desk
- Assembly
- Customer service
- Materials handling
- Production planning
- Blueprint reading

- Cash register
- Microsoft Word
- Calipers
- English
- Shop math
- Electric pallet jack
- Logistics
- Packaging
- Fabrication
- Office experience
- Computer literacy
- ERP systems
- Data entry
- Construction
- Citrix
- Typing
- 10 key typing
- Basic math
- Lean Manufacturing
- Manufacturing
- Power tools
- Factory
- Word processing
- Supervising experience
- Heavy equipment operation
- Time management
- Hand tools
- Grocery store
- Warehouse management system
- Windows
- Industrial equipment
- Quality control
- Wireless sales

Certifications and Licenses

Forklift Certification

Driver's License

March 2023 to January 2028

Pallet Jack Certification

CPR Certification

Additional Information

Logistics

Record keeping

Forklift experience

Material handling

Shipping/receiving

Customer service

Sales skills

Trained in food safety/preparation

Proficient in all Office Programs