

JAVIER GARDUNO

Kankakee · 815.386.0988

Gduno8832@gmail.com

To obtain a position with an established organization that provides the opportunity to continue developing my knowledge and skills within logistics, all while applying my 10+ years of experience in a warehouse environment.

EXPERIENCE

MARCH 2022 – JUNE 2023

DELIVERY DRIVER GORDON ELECTRIC

Daily delivery of packages, cartons, and pallets, to customers and/or Gordon Facilities, while verifying the accuracy of the order while, following route and schedule as directed.

Interact with customers in a friendly, respectful manner ensuring that concerns and comments were immediately addressed and/or relayed to the warehouse supervisor and sales team.

Safely operate delivery vehicles, including trucks requiring Class B license, throughout the company territory.

Maintain proper paperwork ensuring that deliveries are properly documented.

Perform warehouse functions including use of forklift truck as needed.

WAREHOUSE CREW LEADER GORDON ELECTRIC

Team leader for all site warehouse associate.

Trained new warehouse associates in their daily work responsibilities, including forklift certification licensing.

Responsible for prioritizing shipping, receiving, and inventory control task, while ensuring the warehouse team completed their assigned task by the required deadlines.

Load and unload trucks, while verifying the accuracy, protecting the material, and maintaining personal safety for self and warehouse associates.

FEBRUARY 2012 – FEBRUARY 2022

RECEIVER AAF FLANDERS

Responsible for unloading delivery trailers by pallet jack and forklift, sorting and storing pallet orders in the warehouse.

RECEIVING CLERK AAF FLANDERS

Received and verified the accuracy of incoming delivery shipments by unloading materials and comparing packing lists and purchase orders.

Finalized received orders by entering materials into inventory system BPCS.

Responsible for leading a group of 4-6 dock employees, delegating work, and providing guidance and support on warehouse task.

MATERIAL HANDLER TEAM LEAD AAF FLANDERS

Responsible for partnering with productions leads day-to-day to determine required raw materials to successfully run production schedules.

Delegated task amongst material handling team.

Trained new incoming material handlers in their daily work responsibilities, including forklift certification licensing.
Supported receiving department as need, by unloading delivery trucks and storing material in warehouse.
Assisted with completing monthly and annual inventory cycle counting of the warehouses raw and finished goods products.

EDUCATION

MAY 2006

HIGH SCHOOL DIPLOMA, KANKAKEE HIGH SCHOOL

SKILLS

- Bi-Lingual (English/Spanish)
- Knowledge of logistics software BPCS
- Proficient computer knowledge, including Microsoft Outlook, Word and Excel
- Able to safely operate all functions on a forklift (gas & electric)
- Able to utilize warehouse technology and equipment such as scanners, scales, and pallet jacks
- Able to train, provide guidance and lead a team