

Jeffrey C. Carstens

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Military Experience

Wyoming National Guard

Camp Virginia, Kuwait - Parts Specialist

Talented, results-producing Parts Specialist with proven record of achievement in planning and leading comprehensive distribution strategies in support of military goals and objectives. Experience in executing directives set forth by military commanders. Solid leadership skills; able to guide and support personnel in mechanical and part duties. Skilled at communicating with internal departments to coordinate overall efforts and personal duties.

- Developed Work & Travel Orders
- Inventory Control
- Received and Ordered Parts not included in Standard Inventory
- Personnel Development
- Deployment 4/2009-4/2010
- Team Building Management
- Accounted for Parts Issued to Mechanics
- Developed Schedule for Vehicle Maintenance
- Coordinated Indirect Procurement Actions

Education

Bachelor of Arts - General Arts/Graphic Design, 2003 • University of Wyoming - Laramie, Wyoming

- Art Degree with emphasis is Graphic Design
- Extensive use of Photoshop and page layout programs
- Internship at the Buffalo Bill Historical Center - Which included guest relations, creating artifact displays, and matting artwork and photos for presentation.

Certificates and Training

- Certificate of Completion—DOT Hazmat Transportation and Security Awareness as of Jan 29, 2025
- Certificate of Completion-IATA Dangerous Goods Transportation as per IATA Training Requirements as of June 27, 2024
- Forklift Certified (Both 30k Forklift and Telehandler)
- Indoor Crane and rigging certified
- CPR Certified

Work Experience

Yard Lead/Supervisor

2025-Current

Advanced Tank Construction

- Primary Lead for Outside Yard
- Immediate Supervisor for 2-10 employees depending on workload
- Shipping and Receiving Lead for all Inbound and Outbound shipments
- Inventory consultant when requested
- Create plans and safety procedures for large truck shipments up to 47k lbs.
- Documents and certifies all Inbound and Outbound shipments comply with BOL's

Shipping and Inventory Coordinator

2015-2025

WaterPik Inc.

- Primary contact for Professional Oral Health (POH) for documentation, supply issues, and product transfers
- Arrange transportation for Domestic and International orders.
- Prepares documents using the international documentation system (SPEX) in accordance with international requirements and US government regulations.
- Audits, monitors, and reconciles POH sub-inventory locations as required.
- Basic knowledge of Operating System (ORACLE) to complete job functions.
- Releases International orders for shipment
- Assists other departments with troubleshooting ORACLE system.
- Responsible for updating product profiles with current HTS codes and appropriate tariffs.
- Provides training on the ORACLE Software and systems, as required, to continue the smooth operations of daily tasks.
- Removes damaged product from inventory and adds product from returns using ORACLE
- Completes orders using Ship Works and Ship Station programs
- Responsible for "PILOT UNIT" program. Issues requested product and adjusts inventory.
- Uploads new Route Guides and shipping information into 3PL shared system (Product Center)
- Unloads incoming shipments using forklift and puts away using FIFO
- Member of First responder safety team
- Follows companies 6S warehouse program

Warehouseman: Shipping and Receiving Lead

2013-2015

HALLIBURTON ENERGY SERVICES

- Frontline Supervisor Training—Provided by Employer
- Training of new employees in procedures and company policies
- Supervision of multiple employees while completing appointed duties
- Warehouse planning, construction and organization
- Creation of Purchase Requisitions and Intercompany Transfers VIA SAP Program
- Shipping and Receiving Domestic and International
- Work directly with the Procurement Department and Vendors to resolve Purchase Order issues.
- Preparation and assistance in External and Internal Audits
- Inventory control and management VIA SAP Program
- Cycle Counts

Material Handler, 2011-2013
TOLMAR Inc. – Fort Collins, Colorado

A small privately owned Pharmaceutical Company with Warehouse personnel whose duties include but are not limited to.

- Receipt of Raw Materials and Components, Product Labels and General Supplies
- Inventory Control
- Control of Sterilized Product Received from a Contract Sterilizer
- Issuing Components, Containers and Closures for Production Lots and Returns of Unused Issued Material to Inventory
- Issuance and Return of Product Labels and Labeling for Production Lots
- Obsolete Material Review and Disposal
- Cycle Count Procedure
- Transporting Batch Records to Off-site Warehouse and Manufacturing Facilities
- Shipping of Commercial Product
- Movement of materials by use of Forklifts and pallet jacks.
- Training in DOT HazMat General Security and Awareness
- Training in IATA Dangerous Goods Regulations
- Management and Distribution of Shortage Report by use of Microsoft Excel Worksheet

————— **References** —————

John Temte – CEO ES Holdings Inc.
Cody, Wyoming
307-399-5799

Kari Stauffer
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970-231-1145

Rachel Bellio
Fort Collins, Colorado
970-980-8449

Mickela Elder
Greeley, Colorado
970-786-9348