

John Potter

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To find a rewarding career that will help me exceed in reaching my goals and support my family.

Work Experience

Forklift Operator/Inventory Specialist

Coca-Cola - Denver, CO
June 2015 to February 2019

Job Description - Keeping up in a fast atmosphere, pulling product from the warehouse via a forklift then loading it according to sales orders onto trailers. Shipping/receiving, working in a safe manor and maintaining a great rapport with truck drivers. Keeping the warehouse tidy and helping out co-workers with various tasks as well.

Merchandiser

Pepsico - Denver, CO
October 2014 to April 2015

Job Description - Driving to various stores and stocking Pepsi products between 10 to 20 pallets per day and 2-4 stores per day. Ensuring customer accounts are well maintained and satisfied with overall service while performing my walk-through and duties at while selling at each account.

Product Specialist

Appliance Factory Outlet - Englewood, CO
July 2013 to June 2014

Job Description - Assisting customers and qualifying them with the right product to purchase. Communication with other staff and staying on top of any issues. Learning new product specifications, office work, cash handling, closing procedures such as balancing sales for the day and locking up the store.

Lowe's Home Improvement

Sales Specialist

Lowe's Home Improvement - Littleton, CO
May 2009 to June 2012

Job Description -Aside from customer service and scheduling deliveries, my main focus was sales, and explaining the features of each product to the consumer. Ensuring that sales goals are met for the store and a beneficial profit margin is maintained. I have had several other positions in this company which included, delivering merchandise to customer's homes, assembling products, working various departments inside the store, traveling to different stores to perform resets, fixing customer issues and ensuring my departments were maintained well.

Inventory Control Specialist and Truck Unloader

Wal-Mart
July 2004 to February 2009

Job Description - My job duties were helping customers, answering phones, keeping track of merchandise in the stockroom/inventory control, operating computer and inventory systems, running forklifts, cashiering, unloading freight from trucks and showing a form of leadership because of my experience.

Sales Associate

Target

September 2003 to February 2004

Job Description - My duties were keeping the sales floor clean and customer service. I also cashiered during the busy holidays.

Education

Associates Degree in Business Management

Arapahoe Community College - Littleton, CO

January 2009 to December 2010

High school diploma or GED in General Studies

Denver South - Denver, CO

August 2000 to June 2004

Skills

- Manufacturing/warehouse experience
- Inside/Outside Sales
- Computer Savvy
- Proficient in Microsoft word and familiar with Excel.
- Forklift/Power Equipment expert
- Customer service experience.
- Highly organized
- CPR Certification
- Bilingual in Spanish.
- Order Picking
- RF Scanner
- Shipping & Receiving
- Pallet Jack
- Order Picker
- Sales Management
- Warehouse Experience
- Materials Handling
- Reach Truck
- Delivery Driver Experience
- CRM Software

- Packaging

Certifications and Licenses

Forklift Certification