
JOSE DE LA TORRE

711 KITTREDGE ST. AURORA, CO 80011
CELL: (303) 994-3801 EMAIL: JOSE.CALIFAS@YAHOO.COM

PROFESSIONAL EXPERIENCE

Forklift Operator

6/2023 to Current

Estes Express Lines

- Load and unload pallets and containers of materials and products.
- Move materials and products in a safe and efficient manner.
- Performed daily safety checks and maintenance on the forklift.
- Followed safety protocols and regulations while operating the forklift.
- Weigh every pallet and Dim.
- Scan pro numbers with scanners and use tablets for information and location of skids.

Warehouse Associate

3/2020 to 11/2024

Winsupply

- Prepare and process a wide variety of shipments, pull and package merchandise.
- Unload incoming shipment trucks.
- Operate sit down forklift, electric pallet jack, stand up forklift and cherry picker, and pick to transport, stage, and store freight
- perform cycle counts, and utilize computers to track shipments and inventory
- Sustained zero safety hazards by proactively maintaining a clean and organized warehouse environment
- Breakdown incoming shipments to perform a receive count of product
- Utilize RF scanners and portable printers to perform job duties

Cash Vault Supervisor

1/2018 to 05/2021

Blue Line Protection Group

- Process over 400 account transaction daily as a team
- Balance 6 different financial institutions daily and separately
- Balance all daily transaction, daily and separately by bank
- Count, strap, and brick all processed currency daily
- Prepare currency for the FED. shipment for all financial institutions
- Prepare FED. manifest and deposit slips

JOSE DE LA TORRE

711 KITTREDGE ST. AURORA, CO 80011
CELL: (303) 994-3801 EMAIL: JOSE.CALIFAS@YAHOO.COM

- Identify and report all counterfeit notes to the United State Secret Service
- Prepare change orders that go out the following day for all clients
- Prepare bank reports in Excel and send them out to all banks daily
- Adjust any credits or debits to accounts and inform clients in a timely manner
- Hire new employees, evaluate 90 days and annual reviews, write ups
- Add new clients to Nam-Sys or update information
- Create credentials to give access to individuals with passwords to online portals.

Audio Installer

11/2016 to 2/2018

Car Toys

- Install single din and double din radios
- Connect steering wheel controls and Bluetooth
- Install back up cameras and front facing cameras
- Install aftermarket GPS and dash cams
- Run all necessary wires for all types of installs
- Install speakers with crossovers, amplifiers and subwoofers
- Install Intox a Lock with GPS tracker and camera
- Install remote start and alarms
- Troubleshoot car audio malfunctions

Teller Coordinator

05/2006 to 10/2016

US Bank

- Place cash orders and sell excess cash to US Bank Main Vault twice a week
- Balance vault, Automatic Teller Machines (ATM), and 3 Teller Cash Recycler (TCR) machines daily
- Administer cash audits, verify teller cash limits (exposures), and bait verification on 15 tellers
- Perform opening and closing branch procedures
- Enthusiastically greet customers as they enter the branch
- Monitor and order office supplies on a weekly basis
- Answer phones and direct calls to appropriate branch personnel
- Research and resolve teller outages

JOSE DE LA TORRE

711 KITTREDGE ST. AURORA, CO 80011
CELL: (303) 994-3801 EMAIL: JOSE.CALIFAS@YAHOO.COM

- Process over 200 account transactions daily
- Retrieve and review financial reports
- Supervise and train new tellers
- Review and analyze customer accounts for approvals
- Cross-sell US Bank products and services to targeted customers
- Resolve issues for internal and external customers
- Supervise remote location teller activities

SOFTWARE/COMPUTER SKILLS

Word, Excel, Outlook, Go Canvas, Microsoft Office,
Wizard, Fusion Teller Systems, and Nam-Sys

EDUCATION

Pickens Technical College Auto Sound Certificate	2006-2007
Pickens Technical College Construction Technology Certificate	2004-2005
Aurora Central High School Graduate	2002-2006