

# Jose A. Garcia

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## Summary

Warehouse associate Reliable and Safety conscious with solid experience in warehouse operations to include loading and unloading trucks; shipping and receiving; order picking/packing; staging and stocking.

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## Education

Perth Amboy High School, Perth Amboy, NJ

June 2006

Lincoln Technical, South Plainfield, NJ

2006-2007

## Skills

- Proficient in the use of pallet movers
- Stand-up forklifts,
- Order pickers
- Trouble-shoot breakdowns and call for repair.
- Possess valid driver's license
- Forklift certified (Osha)

## Professional Experience

**D and D Transportation, Jamesburg, NJ**

**August, 2013- Present**

- Skillfully handled the transportation of furnished materials and delivered them as per the customer specifications and other details
- Looked into the matters, concerns, and issues of the clients regarding the raw materials and furniture dispatched
- Responsibly handled the overall maintenance of delivery vehicles and associated 30 days servicing of related equipment
- Systematically maintained complete records regarding the materials dispatched, furniture delivered, quality of goods and materials, etc.
- Inspected the loading and unloading of the vehicles and obtained signatures from the customers confirming the deliveries made

**Stop-Shop Warehouse, Edison, NJ**

**March, 2011 – May, 2011**

Warehouse Associate

- Received and registered incoming shipments. Verified shipment with demand and buy order.

- Loaded and unloaded items in a warehouse with equipment's.
- Helped in keeping inventory records.
- Demonstrated organizational abilities by reassuring color coordination.

**DrJays.com, Monroe Township, NJ**

**August, 2008 – April, 2009**

Warehouse Associate / Inventory Controller / Order Picker

- Responsible for counting goods and raw materials in the warehouse on a daily basis, manually or using a handheld scanner.
- Fast-paced Environment.
- Demonstrated organizational abilities by reassuring color coordination.
- Provided ongoing customer service. Assisted in loss prevention.

**Southern Wine & Spirits of America, Monroe Township, NJ**  
**2007**

**April, 2007 – October,**

Warehouse Associate / Inventory Controller / Order Picker

- Maintained simple records. Kept storage area dirt free and neat.
- Performed loading and unloading trucks.
- Handle the tasks of researching and reconciling daily inventory variances.
- Sustained zero safety hazards by proactively maintaining clean and organized warehouse.

**ShopRite Warehouse, Edison, NJ**

**March, 2007 – July, 2007**

Warehouse Associate / Order Picker

- Comprehensive knowledge of supply chain and warehouse inventory control systems
- Handle the tasks of identifying and reporting close dated product.
- Coordinate the disposition of obsolete inventory and perform other duties as required.
- Transported shipment to particular areas by the forklift or other tools.