

Jose S. Olivas

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Skills

Fluent in all Microsoft Suite Platforms (Excel, Powerpoint, dashboards, etc.) Kan Ban Systems, Work Order & Pick List Handler, Data Entry, Hazmat Certified, Forklift Trained, (Crown), Willingness to Learn, Logistics expertise, Resilience, Bilingual, Rapid Learner, Detail-Oriented, Adaptable, Problem-Solving Skills, Communication Skills, Collaborative, Self-Management Capability.

Experience

August 23 – August 24

WS Barricade, Frederick CO – *Dispatch Coordinator I/ Dispatch Coordinator II*

- Data Entry – Processing customer worksheets and transferring data into Company SharePoint, gathering necessary information then passing it into our ERP system.
- Dispatching - Passed needed information to our TCS (Traffic Control Supervisors), like location jobs will be taking place, Permit, Restoration plans and Traffic control plans/ Methods of Handling Traffic, provide daily support to a team of more than 35 supervisors in many details, flagging support, using our GPS systems to locate equipment needed for certain jobs, contacting foremen and contractors, Daily scheduling, Tow Requests for jobs sites, scheduled Uniformed officers for traffic support.
- Scheduling – Daily scheduled made, jobs sorted by Customer type, skill level of the Supervisors, Locations, and job load, we would look at our employee's schedule to see if they are available to work or have PTO.
- Daily Ticket reviews – Every supervisor had to fill out a tickets for every jobs they worked on for the day that would later be sent to our customer explaining: Start times, what happened in the job, what material was used, how many people they had flagging, hours of each flagger that was there, Images of the job site, and issues if any arose. Every morning Dispatch department oversaw reviewing these tickets, matching info that may be missing, we matched the hours that were noted on these work ticket to our clock in

system for Payroll, communicate with the Traffic Control Supervisors directly to be able to ask questions to clear up any confusions or problems found with Daily Traffic Tickets

October 21 – August 23

1906, Henderson CO - Logistics / Fulfillment Specialist II

- Work Order / BOM kit creation.
 - Assembly parts inventory – small parts and manufacturing materials inventory.
 - Punch list parts kitting – initial and sign for all parts pulled and kitted on manufacturing documentation.
 - Stage and prepare ready to manufacture / deliver items for appropriate personnel.
 - Ensure all completed respective documentation follows the assembly kits in a tracker folder.
- Kan Ban Systems Operation – Maintained MIN / MAX inventory levels for manufacturing team; bins process.
- Logistics coordination, movement of materials and product from Inventory to final product delivery.
 - Spearhead daily DHL, M3 - Lawson, Infor, UPS, FedEx, ABF, Central Transport, YRC, TForce (Powered by UPS) logistics.
- Data Entry-Weekly Inventory count and inventory system adjustments.
- Materials Review Board (MRB) – Weekly review of non-conforming materials / parts inventory to coordinate RMAs or returns with respective suppliers.
- Weekly, Monthly, Annual and Quarterly inventory cycle counts execution.
- Audit and accurately label orders.
- Microsoft and Google Suite utilization for worksheets to execute against day to day logistics operations.
- Track and manage shelf life and serialized (Batch-Specific) items - Expiration dates, First In-First Out methodology.
- Maintain effective daily communication with various departments within the organization via internal communication systems - Slack, Microsoft Teams, Outlook, Asana.

June 2013 - October 21

Otter Products, Frederick CO - Order Coordinator/Shipping Coordinator

- Domestic and International (China, Ireland, Australia, Brazil) logistic and customs planning and invoicing for accurate on plan delivery of product to multiple locations.
- Data Analysis - Use of Excel to run various reports for On-time Delivery and missing PO numbers.
- Invoice Generation for all International orders / customers - input and verify accurate pricing per latest internal price lists.
- Audit and accurately label orders.

- Load trucks via forklift and electric pallet jacks.
- Shipping multiple orders using FedEx, Saia, ABF, UPS and several other shipping portals.
- Infor/M3 (ERP) User.

August 2012 - March 2013

Vision Maintenance, Boulder CO- *General Labor/ Supervisor*

- Lawn maintenance and care
- Concrete work, Demolition.
- Painting.

October 2011 - July 2012

Magpul, Erie CO - *Quality Assurance/Assembly*

- MRI – Materials Ready for Inspection – ensured incoming material from suppliers were manufactured to specifications for use in our process.
- Worked the assembly line with a team.
- Operated bagging and assembly machinery.
- Measure incoming products to see if they match expected Quality.

Education

August 2008 - May 2011

Niwot High School, Niwot- *HS Diploma*

References

Available upon Request.