



JOSEPH TRUJILLO

SUMMARY

Dedicated and reliable with top-notch planning, relationship-building and conflict management skills developed over 15+ years in supervising. History includes charge Lead experience over 5 personnel in a high-volume. Hardworking and reliable with strong ability in learning and teaching. Offering leadership, problem solving and time management. Highly organized, proactive and punctual with team-oriented mentality.

SKILLS

- Shut-in production
- Progress monitoring
- Pump and tank setup
- Inspections management
- Supervisory role experience
- Outstanding prioritization skills
- Excellent personal service experience
- Report generation
- Report creation
- Adaptive team player
- Problem-solving abilities
- Senior leadership support
- Conflict mediation
- Data evaluation
- Schedule mastery
- High-energy attitude
- Stockroom procedures
- Customer relations
- Inbound and Outbound Calling
- Shipping and receiving understanding
- Product organization
- Courteous demeanor
- Project management abilities
- Microsoft Office

EXPERIENCE

SEALANTS AND ADHESIVE SUPERVISOR

Hercules Industries | Denver, CO | September 2007 - Current

- Set up staff schedules and assigned specific work based on department needs and individual strengths.
- Adhered to facility and legal standards for daily operations and chemical room management.
- Supervised exceptional team with collaborative leadership and creative responses to resources.
- Educated workers on chemical handling and safety techniques.
- Collected sealant samples for routine laboratory testing to assist product processes.
- Also made sure product was ordered in a timely matter for production.
- Forklift Operator
- Organizing inventory

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EDUCATION AND TRAINING

GED

Essential Education, Denver Co

- Keeping up with email communications between leads.
- Work on a production line and supervised and improved line to make it more efficient.
- Adhered to facility and legal standards for daily operations and chemical room management.
- pallet jack operations
- crane operator

WAREHOUSE WORKER

Hercules Industries

- Organized warehouse design to maximize space for stock while allowing for high volume traffic zones.
- Established and maintained good relations with customers, vendors and transport companies.
- Monitored work areas for cleanliness and functionality and removed obstacles for safety.
- Used pallet jacks to move items to and from warehouse locations.
- Received deliveries, scanned packages and updated orders in internal database.
- Recognized defective material and reported issues to management.
- Staged and sorted multiple types of products for loading.
- Examined packages and goods for damage and notified vendors of replacement needs.
- Moved large and bulky items manually or with pallet jacks or forklifts.
- Loaded trucks for outbound orders and unloaded trucks for inbound orders.
- Operated forklifts to fill or empty overhead spaces.
- Filed requisitions for out of stock items and supplies
- Kept shelves, workstations and pallet areas neat and tidy to maintain safe work environment.
- Employed first-in-first-out protocols to reduce waste.
- Packed and labeled merchandise to prepare for loading and shipment to customers.
- Prepared products for shipment by packaging and labeling finished products in cardboard boxes or containers.
- Picked and prepared numerous daily shipments in controlled atmosphere warehouse environment.
- Moved boxes, containers and pallets with special-purpose equipment to meet demanding production targets.
- Received pick-ups and delivered to warehouse locations.
- Lifted materials of varied weights on regular basis.
- Assisted coworkers with special projects to learn new tasks while gaining additional responsibilities.
- Reviewed work orders before beginning assigned tasks to prepare materials and equipment.
- Managed warehouse stock and equipment inventory, kept levels up to meet customer needs and tracked and recorded inventory spending and product flow.
- Identified defective, incorrect or missing merchandise and promptly reported to supervisor.

- Satisfied reporting requirements with timely and accurate logging of daily activities.
- Reviewed inventory sheet against shipments received and alerted manager of discrepancies.
- Stored items in orderly and accessible manner in warehouse tool rooms, supply rooms, or other areas.
- Utilized forklift to move inventory items.
- Navigated powered lift trucks safely to move items throughout warehouse and reduce injury risk.
- Stacked materials from cutting and slicing machine to prepare for further processing.
- Documented tally sheets, slot changes and other paperwork to maintain appropriate records and reports.
- Read computer-generated move tickets, put-away labels, and delivery labels to properly move merchandise.
- Inventoried items with daily cycle counts and monthly audits and investigated discrepancies to maximize data accuracy.
- Cut, shaped and trimmed sheet metal to specified lengths or shapes with power saws, power shears, rulers and hand tools.
- Supported sealants and adhesive with materials ordering by notifying of low product stock.