

Joshua Rivas

Loveland, CO 80537

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(970) 402-4689

Work Experience

Shipping Coordinator

Parkway Products - Fort Collins, CO

June 2022 to Present

Reorganized and restructured warehouse to be more accurate and efficient.

Handle shipping and receiving duties for multiple customers and vendors.

Work with customer service and purchasing officer to ensure on time receipt and delivery of goods.

Weekly counts of all in house product to ensure continued accuracy.

Wrote the training manual for the role.

Team Lead/Inventory Control Specialist

Parkway Products - Fort Collins, CO

March 2022 to Present

Oversee floor operations, handle Machine Operator needs and concerns, including supplies, machine technical needs, and disciplinary actions.

Utilize forklifts to retrieve supplies from warehouse locations.

Used TMM system to perform shift reporting, inventory transfers, and auditing practices.

Performed inventory counts and investigations to insure inventory accuracy.

Material Handler/Inventory Control

Parkway Products - Fort Collins, CO

October 2021 to Present

Duties include mixing materials at correct ratios, cleaning and maintaining material dryers, cleaning and maintaining plastic grinding equipment, utilizing a forklift to retrieve supplies from warehouse locations, and ensuring continued production by keeping material dryers and containers full. Prepared materials using a schedule to meet production needs.

Performed inventory counts and investigations to insure inventory accuracy.

Shift Supervisor

Parkway Products - Fort Collins, CO

March 2019 to Present

Oversee floor operations, handle Machine Operator needs and concerns, including supplies, machine technical needs, and disciplinary actions.

Utilize forklifts to retrieve supplies from warehouse locations.

Material Handler

Parkway Products - Fort Collins, CO

April 2017 to February 2019

Duties include mixing materials at correct ratios, cleaning and maintaining material dryers, cleaning and maintaining plastic grinding equipment, utilizing a forklift to retrieve supplies from warehouse locations, and ensuring continued production by keeping material dryers and containers full. Prepared materials using a schedule to meet production needs.

Utility

Parkway Products - Loveland, CO
April 2016 to April 2017

Parkway Products
Fort Collins

Duties included training new staff members, reporting staff errors to supervisor, and ensuring that machine operators have necessary supplies to continue production. Utilized a forklift to retrieve supplies from warehouse locations.

Machine Operator

Parkway Products, Employment Solutions - Fort Collins, CO
April 2013 to April 2016

First as a contracted employee in April of 2013, hired permanently in march 2014.

Duties included operating injection molding machines, communicating machine issues with technician staff, and packaging product to listed specifications.

Education

High school or equivalent

Western Christian High School

Skills

- Forklift (8 years)
- Plastics Injection Molding (10+ years)
- Shift Management (3 years)
- Materials Handling (4 years)
- Manufacturing (10+ years)
- Shipping & Receiving (2 years)
- Order Picking
- Warehouse Management
- Communication skills
- Writing skills
- Communication skills

Certifications and Licenses

Driver's License

Additional Information

SKILLS

Company Certified Forklift Operator - 8 years

Leadership/Supervisor - 2 years