

Joshua Stephen Pacheco
2755 N. Gaylord St.
Denver, Co 80205
Cell (720) 505 – 9857

Skills:

- 10 Key
- Inventory Management
- Inventory Control
- Multitasking
- Microsoft Office
- Competent with all standard office equipment
- Stand up/Sit Down Forklift Experience
- Process Improvement and implementation
- Amazon Ecommerce Experience
- Attention to detail
- Familiar with UPS and FedEx small package shipping programs.
- Familiar with foreign and domestic LTL shipping.
- RFSmart order picking, transferring, adding, removing inventory.
- Form creation and revision
- Order supplies and communicate with vendors.

Education:

- *P.S.1 Charter School* May 2008
High School Diploma
- *Heritage College* September 2009 – July 2011
Associates of Occupational Studies Degree in Therapeutic Massage

Work Experience:

Fresca Foods, Order Fulfillment Specialist June 2018 – Present

- Receive, pull, and ship orders via various shipping methods.
- Maintain, organize, and adjust warehouse to accommodate changing product volume.
- Research, reorganize, and implement new process.
- Order entry, and ecommerce account management.
- Cycle counts, inventory rotation, transferring, receiving and adjusting inventory.
- Printing, and scanning shipping documentation.
- Communicates with customers to confirm order submissions, as well as strategize product shortages and delivery options.
- Organize and update various forms for department use.
- Communicate with quality for product release.
- Order supplies and communicate with vendors.
- Check in drivers and communicate with lead to load LTL shipments.

Band – It Idex, Shipping Clerk, Denver, Co November 2015 – July 2016

- Print Shipping Documentation, prioritize, and ship orders per various detailed customer requirements.
- Prepare orders for multiple shipping methods including small package, freight, and live load.
- Inventory control of part numbers, quantities, and lot-controlled product.

- Maintain constant communication with customer service department regarding modifications and investigate discrepancies.
- Strategize for high volume shipping days.
- Maintain, organize, and adjust warehouse to accommodate changing product volume.
- Delegate and work in a fast-paced environment.
- Train new personnel.

Shipping Clerk B, Denver, Co

- Pick, scan, and stage orders, either on a pallet or inside of a box.
- Secure orders on a pallet with plastic straps, wrap with plastic wrap and weigh pallets to ship out.
- Process orders by pulling out inventory and specific lot-controlled parts.
- Exportation of domestic and foreign shipments.
- Inventory control.
- Pull orders, and move product using a forklift.

Small Package Picker, Denver, Co

- Pick, scan, and stage small package orders.
- Maintain warehouse by dumping trash, disposing of cardboard, re-organizing, and condensing product.
- Live load small packages on to truck.

Assembly, Denver, Co

- Pick parts, boxes, bags, and labels for work order.
- Package parts into box (or bag) depending on the work order.
- Utilize scale to count out big quantities of small parts, sealer to close bags of parts, and heat gun.
-

Safeway, Head Clerk, Denver, Co

September 2008 – January 2010

- Problem solving.
- Cash drawer audit.
- Updating and removal of new promotional sales ad.
- Delegation of duties, (including scheduling breaks and lunch).
- Nightly out of stock audits.

Safeway, Customer Service Representative, Denver, Co

- Sold age restricted product.
- Processed Western Union transactions.
- Generated MoneyGram money orders.
- Processed customer returns and price adjustments.
- Entered order codes via 10 key