

# Juan A. Garcia

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## Skills

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- Bilingual: Fluent in Spanish and English
- Fast Learner
- Team worker
- Hard worker
- Quick on feet
- Multi-task
- Fast and efficient
- Trustworthy
- Problem solver
- Customer Service
- Work Independent

## Experience

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### American Marble

November 2021- August 2022

**Freight Handler-** Responsibilities included but not limited to: loading and unloading marble material, ensuring safety of goods being moved, maintaining freight records; Using forklift and crane to move materials; organizing the warehouse; Taking pictures and writing descriptions of what materials were in pallets.

### Protect America

October 2019- May 2021

**Shipping Administrator-** Responsibilities included but not limited to: packaging vessels according to the customers' needs and preference; assuring safe packing steps for vessels (for crates or for bases); organized the vessels by having them ready for ship date; loading vessels with two different forklifts with special techniques according to height and weight onto flat-beds and trucks; interacting with truckers and giving them the proper paperwork for their shipment in a fast and efficient manner in order to get the line moving on time; receiving new merchandise (inventory); and keeping the warehouse clean and organized.

### Tortilleria Hermanos Reyes

July 2018- Present

**Inventory Control Specialist-** Responsibilities included but not limited to: controlling warehouse through organization of all incoming and outgoing merchandise; unloading and loading (shipping and receiving) merchandise (pallets) with a forklift from trucks; record and track all productions that are available in the warehouse and what is being sold (keeping a detail and accurate account of everything); and pack all orders and have them ready before the customers come to pick up or the trucks are ready to deliver.

**Production-** Responsibilities included but not limited to: manufacturing and preparing raw materials to make tortillas. Organizing the materials needed to make tortillas: making sure that each machine had the right ingredients to make the flour dough and setting the second

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machine to make the accurate size tortillas. I would often work with other co-workers multitasking and switching at various times to get the processing moving. I was placed in different areas as well because I was flexible, knew how to set up and work in all positions. I also helped the supervisor by sending co-workers to their lunches and breaks.

## 99 Cents Only Stores

January 2017- July 2018

**Cashier**- Responsible for taking money in the form of cash, check, credit card, or EBT from customers. I would balance the cash drawer with the manager at the end of the day. I would greet and make sure the customers had a good shopping experience at our store.

**Produce Clerk**- My primary duty was to keep fruits, vegetables, and other produce ripe and in high quality for customer's picking. I make sure that the fresh produce is out on the floor and to take out the produce that is no longer edible or in presentable condition (scraping). I am also a stocker; I rotate bringing older produce to the front and placing newer produce in back. In addition, I receive the produce as a shipment and then unpack and place the produce in racks, bins, crates, and shelves (the whole stocking process). I also log inventory and date our produce as it was delivered.

**Warehouse Control**- Responsibilities included but were not limited to: unloading and organizing in a fast paced the incoming merchandise pallets from all departments by hand for stockers, in order to have room in the warehouse; also unloading incoming supplies from trucks from trucks with electric jack; keeping warehouse organized and clean- setting pallets, racks, and milk plastic boxes presentable; prepared orders for customers and help them load their cars; and always having great customer service in order to keep customers coming back.

**Retail Associate**: Greeting customers; answering any questions customers might have (merchandise, store policies, and locate items); stocking and organizing different store areas/aisles from food sections to kids section (overseeing all merchandise sections); labeling new merchandise, any mark downs, and expiration dates with a price tag gun; and making sure to keep up with the different seasonal merchandise in store lines since they change from New Years to Christmas.

## References

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References are available on request.

**Juan Angel Garcia**