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# Resume

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Please see attachment

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**Julio J. Rivera**

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**REFERENCES:**

Dustin Silva "Supervisor" (786) 747-6068 @ Instrumentation Laboratory  
Bob Lambert "Supervisor" (603) 685-6700 @ API  
Erica Leland "Group Leader" (978) 256-4100 @ Potpourri Group  
Keena Yoth "Store Manager" (978) 404-2438 @ Essentials Gifts & Fashion

JULIO J. RIVERA

**OBJECTIVE:** To work in a challenging environment with the opportunity to use my current experience, enrich my knowledge and enhance my skills with your organization.

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**EXPERIENCE**

- **SHIPPING AND RECIEVEING**
    - Knowledge of shipment procedures and forms such as invoice, packing slip, purchase order and return forms. Maintained inventory of shipping materials and supplies (familiar with POs, invoice, UPS and FedEx delivery). Process and inspect incoming and outgoing transaction utilizing Oracle. Operating forklift, load and unload pallets manually using power jack. Identifying information and shipping instructions onto crates or containers. Heavy lifting and machinery operating.
  
  - **MATERIAL HANDLER/ ASSEMBLER**
    - Picks, packs and processes sales orders and cycle counting stock and inventory. Receives materials and assigns to warehouse location. Maintains general good housekeeping in warehouse. Assist in production line when needed; packing, testing, load wafers, branding, bonding and wire bonding. Prepare shipments for delivery by adding material, building and shrink-wrapping pallets. Handling and disposition product. Assembled and dismantled printers and CPU monitors.
  
  - **MAINTENANCE / WAREHOUSE**
    - Utilizing inventory equipment-process involves bending and lifting also utilized tools such as hand- held scanner, flatbed, power drill, pallet, skid jack, dock boards, and forklift, cordless drywall screwdriver, trowel, jab saw, taping knife, drywall vacuum sander, rubber mallet, clamp, wood glue, shims, caulk gun, tape measure, saw horses and belt sander. Maintain and repair, walls, floors and counter tops; mudding, stripping, cleaning, cutting, sealing, molding, painting and polishing.
  
  - **CUSTOM SERVICE**
    - Worked collaboratively within a team-oriented call center to track, monitor, and review over purchase orders. Maintain records of interactions and transactions of customers detailing their inquiries, complaints, and comments. Answer incoming calls and review all relevant information related to customer' s claims. Data entry, assisted with mail orders, scanning and filing. FAMILIAR WITH MICROSOFT WINDOWS, MICROSOFT WORDS, MICROSOFT OUTLOOK.
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**EMPLOYMENT**

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|--|----------------------------|--------------------------------|
| • 11/2016 — 01/2020: Material Handler2 | Instrumentation Laboratory | 180 Hartwell Road, Bedford MA  |
| • 03/2014 — 10/2016: Material Handler  | Advance Programming Inc.   | 21A Northwestern Drive Salem N |
| • 08/2013 — 12/2013: Call Rep.         | Potpourri Inc.             | North Billerica MA             |
| • 08/2012 — 07/2013: Maintenance       | Essentials Gifts & Fashion | Lowell MA                      |
| • 03/2011 — 05/2011: Material Handler  | BTU International          | Billerica MA                   |
| • 11/2010 — 01/2011: Material Handler  | MKS Instruments            | Andover MA                     |
| • 07/2010 — 11/2010: Shipping          | Brooks Automation          | Chelmsford MA                  |
| • 11/2008 — 08/2009: Material Handler  | Green Rubber               | Woburn MA                      |
| • 06/2007 — 07/2008: Assistant Courier | Bob' s Furniture Depot     | Reading MA                     |
| • 03/2005 — 06/2007: Shipping          | NOVA Bio Medical           | Waltham MA                     |

**EDUCATION**

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*GED – Sept.2019 CURRENT*  
*Lowell High School – Sept.1993 – June.1997*