

# Justin Basquez

## **Shipping and Receiving Associate Duties**

Denver, CO 80221

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(720) 255 7208

Seeking a company that is always busy and looking for somebody who want a career with them and chances to move up through out the company.

## Work Experience

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### **Receiving lead**

HVAC Supply - Denver, CO

August 2014 to May 2019

I handled all the receiving by my self in timely manner I would unload all the trucks check the product to make sure everything was delivered accurate type the product quantity into are mincron computer system also help out the warehouse in order picking and taking orders also using worldship to ship out pallets I did a lil of everything throughout warehouse also help my manager manage the other workers. Forklift certified with every kind of forklift.

### **Warehouse Lead Man**

Sunlight Supply, Inc - Denver, CO

July 2012 to August 2014

I was the lead of the order pullers watching them to make sure work get done also help with the work so it gets done unload truck check them to make sure accurate and enter into our computer system and also ship pallets through worlship computer system

### **Shipping and Receiving Associate Duties**

Otter Box - Longmont, CO

September 2011 to July 2012

Handling all the trucks/product coming in and out of the warehouse pulling orders and getting them wrapped and ready to be shipped unload trucks with Forklift put product away with cherry picker and riding pallet jack

Reason For leaving got a better job closer to my house.

Employed from Sept.2011 to July 2012

Sunlight Supply Inc (303)606-7387

3550 Odessa Way Aurora, CO

Supervisor; Shane Gray

Position; Receiving associate Duties; Unload all trucks that come in with a forklift check it all in and do the inventory on it send off paperwork to our corporate office put all the procdunt away with Cherry picker or electric/riding pallet jack

### **Supervisor**

Merritt Trailers - Henderson, CO

June 2009 to August 2011

Don Vasquez

Position; Production Lead Duties: Making sure equipment is getting built right on time in safe manner and check in all work done put it in the computer send emails to corporate when work is done help unload product coming in with forklift

Reason for leaving Laid off because of limited work

Employed from June 2009 to Aug. 2011

Otter Box (303)729- 1000

Longmont, CO

Supervisor; Tim

## Education

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### **GED**

Northeast Community College - Norfolk, NE

## Skills

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- Order Picker
- Warehouse Experience
- RF Scanner
- Pallet Jack
- Order Picking

## Certifications and Licenses

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### **Forklift Certified**

August 2007 to Present

## Additional Information

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### Skills

2+ plus years forklift experience

Cherry Picker, Electric and riding pallet jack

Know all duties of receiving and shipping in a warehouse

Know how to use some power equipment and hand tools

Know what it takes to produce in a production/ manufacturing company