

Michael Montelongo

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Work Experience

Laborer

Ankele Garage Door-Frederick, CO

March 2021 to Present

My position as a laborer for the garage door business, I helped out with setting up each job small or big. We worked everything from residential to bigger jobs like warehouses doing many garage doors at a time. I helped take down the doors as well as using a forklift when needed. Helped with the cleaning up after each job.

Inventory Coordinator

Food Bank of the Rockies-Denver, CO

September 2019 to September 2020

Daily cycle counts, data entry, kept track of inventory through excel spread sheets also worked with Ceres software to keep website up to date with inventory.

Receiving Clerk

IPW-Denver, CO

February 2018 to February 2019

Daily inventory for warehouse, pull orders for production. Receive and organize everything coming in as well as giving departments their products. Unload freight coming in with a forklift using order picker to put away. Data entry at the end of the day to put in all of our in coming and out going freight

Grow Tech

Denco Alternative Medicine-Denver, CO

January 2017 to January 2018

Responsibilities Include: Watering and caring for plants daily, growing clones, maintaining rooms such as cleaning, power washing tanks, & hanging lights.

Trimmer

Trimming America-Denver, CO

May 2016 to January 2017

Responsibilities Include: Accurately and efficiently complete the trimming of cannabis and assist with harvest as needed. Cleaning of buckets, trays and all other grow equipment.

Warehouse Shipping and Receiving

Charles D. Jones-Denver, CO

May 2014 to September 2015

Pulling orders for different branches, also shipping product daily by building pallets and wrapping end of day. Shipping orders via UPS/FEDEX. Stocking store front and assisting customers. Unload and Load pallets onto semi with forklift daily.

Metal Fabricator

Douglas Colony Group-Commerce City, CO
November 2012 to March 2014

Metal Fabrication: Responsibilities Include: Bending sheet metal with press brake, shears and power tools. Critical thinking, Job task planning, and organizing, continuous learning.

Warehouse Associate

Allied Exhaust-Denver, CO
April 2012 to October 2012

Responsibilities Include: Stock, Receive, Order Filling, Inventory, UPS shipping, forklift operation, and assist drivers on delivery runs

Warehouse lead and Production Supervisor

Rocky Mountain Bath and Body-Denver, CO
November 2009 to February 2012

Responsibilities Include: Floor supervised 5 employees. Responsibilities included manufacturing of product; packaging and shipping of product to local and out of state stores. Organization and upkeep of 2000 SF warehouse including inventory and stocking. Machinery used, forklift and pallet jack.

Baker/Cake Decorator

Sam's Club-Littleton, CO
August 2006 to October 2009

Responsibilities Include: Baking of specialty cakes and an assortment of pastries for the store. Inventory and restocking of product, which included use of a pallet jack and forklift.

Education

High school diploma

Alameda High School - Lakewood, CO
January 2004 to May 2006

Skills

- Inventory control
- Shipping & receiving
- Warehouse experience
- Data warehouse
- Forklift
- Pallet jack
- Order picker
- Order entry
- Reach truck
- RF scanner
- Logistics
- Microsoft Excel

- Press Brake Machine
- Cake Decorating
- Warehouse Supervisor Experience
- Load & unload
- Freight
- Forklift
- Order entry
- Order entry
- Data warehouse
- Inventory control
- English
- Warehouse experience
- Distribution center
- Customer service
- Manufacturing
- Time management
- Shipping & receiving
- Materials handling
- Order fulfillment
- Computer skills
- Basic math
- Communication skills
- Organizational skills
- Inventory management
- Microsoft Excel
- Microsoft Word
- Gardening
- Growing experience
- Cherry picker
- Math
- Order picker

Assessments

Warehouse safety — Proficient

January 2023

Using safe practices in a warehouse setting

Full results: [Proficient](#)

Verbal communication — Completed

September 2023

Speaking clearly, correctly, and concisely

Full results: [Completed](#)

Attention to detail — Proficient

January 2023

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Retail customer service — Proficient

September 2023

Responding to customer situations in a retail setting

Full results: [Proficient](#)

Forklift safety — Proficient

September 2023

Best practices and safety hazards in forklift operation

Full results: [Proficient](#)

Work style: Reliability — Proficient

January 2023

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Work motivation — Proficient

January 2023

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.