

Maria Chavez

Greenhouse Experience with 20+ years and 15+ Years as Greenhouse Warehouse Supervisor

Brighton, CO 80601

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Willing to relocate to: Brighton, CO

Authorized to work in the US for any employer

Work Experience

Logistics Department Assistant Manager

Olson's Greenhouse of Colorado-Fort Lupton, CO

October 2021 to July 2024

- Assemble and track route information, develop route maps and communicate this information to all impacted parties.
- Perform ongoing evaluation of route efficiencies, develop strategies for improvement and report suggested changes to the logistics manager
- Assist logistics manager with ongoing orientation, training, support and evaluations for OGC truck drivers.
- Assist logistics manager in various tasks such as preparing reports, printing orders. BOL's etc.
- Input and manage data on the transportation software
- Keeping logistics and rack reports up to date. Submit rack report weekly.
- Oversee and keep vehicle and trailer registration reports tracked and up to date.
- Run miles, cross reference GPS and logbooks
- Route trucks for delivery and back haul
- Verifying orders
- After a return load update necessary info from driver reports into spreadsheets

Assembly Worker

Pinnacle Architectural Lighting-Denver, CO

July 2014 to October 2021

- Building different housings
- Connect Drivers with wires
- Connect the Reflector with the Driver
- Put the Lens on the housings when done building it.
- Connect the wires to test it, to make sure the reflector turns on
- I use power tools as part of my daily process to complete the job

- Follow job orders before starting building the housing for the lighting to make sure to follow its specs for the customer
- I'm a Level 3 operator
- I build samples to send to the customers to show them its in perfect conditions and it meets their needs to sell the product

Store Cashier

Agfinity, Inc.-Brighton, CO
November 2018 to August 2021

- Providing a customer friendly environment which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge, and all other components of customer service.
- Maintaining property, facilities, and equipment.
- Following all company policies as written in the policy manual as well as retail SOPs.
- Attending all store/staff meetings as directed.
- Collecting cash, checks, credit cards or charge payments from customer and making change for cash transactions.
- Filling Propane bottles and lifting hoses to fill RV's.
- Answering phones as needed.
- Assisting in floor moves, merchandising, display maintenance and store housekeeping.
- Stocking, pricing, and rotating all food merchandise and assisting with the store inventory.
- Maintaining a clean and neat appearance for all areas of the store.
- Dating food, checking for expiration and freshness dates and rotating as needed.
- Following daily checkout procedures to assist in daily balancing of cash drawers.
- Assisting in other areas/departments of the store as needed.

Distribution Supervisor

TAGAWA GREENHOUSE ENTERPRISES LLC-Brighton, CO
October 1986 to May 2013

- Worked with the crew that I had on loading trucks and unloading trucks making sure the next load will go to the next driver.
- I would print out Invoices for routings for the truck drivers.
- Call out of state customers to let them know on when they were going to get their delivery.
- Did seed inventory for 12 years
- Cut Carnations
- Foliage
- Bedding Plant
- Transplanting plant in trays
- Planting trays on the belt
- Making orders for stores and customers on racks

- Take out racks with trays that are seeded out of the chamber to there location in the Greenhouse

Skills

- Greenhouse experience
- Warehouse supervisor experience
- Warehouse experience
- Warehouse management system
- Power tools
- Warehouse distribution
- Shipping & receiving
- Logistics
- Customer service
- Bilingual
- Computer skills
- Filing
- Phone etiquette
- Organizational skills
- Dispatching
- Microsoft Office
- Microsoft Outlook
- Leadership
- Analysis skills
- Transportation management systems
- Multi-line phone systems
- Freight
- Microsoft Powerpoint
- Front desk
- Accounting
- Office management
- Microsoft Access

Languages

- English and Spanish - Fluent

Awards

Employee of the Month

May 2019

Did an amazing job helping out with all the EDGE 2 & 4 Sample Kits

Certifications and Licenses

Forklift Certified

Driver's License

September 2022 to September 2027

Assessments

Spreadsheets with Microsoft Excel — Proficient

July 2024

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Typing — Completed

July 2024

Transcribing text

Full results: [Completed](#)

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