

MELANIO MINAYA

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SHIPPING/ RECEIVING - MATERIAL HANDLING

NEW MEDIA COURIER/ LSC COMMUNICATIONS- North Chelmsford ,MA - March 2019-
Present

- Create customer packing slips using computerized system called Primac and Job Ticket
- Organize and stack cartons on pallet and properly shrink wrap to have ready for truck shipments
- Make sure all customer orders are correct in units/books and quality before shipping out
- Tie and unload baler machine when ready to be removed
- Make sure press operating machines are stocked and loaded with paper to continue running throughout shift
- Properly operate forklift both propane and electric along with a clamp truck which is used to gather paper rolls for press machines.

INVENTORY CONTROL CLERK

HEWLETT AND PACKARD ENTERPRISE - Andover, MA - June 2017 - May 2019

- Properly load and unload trucks
- Separate and organize goods with proper label
- Count and place inventory in proper category
- Operate large and small forklift
- Use system based program for proper date and creation of labels
- Very often use Microsoft Excel and Word

MACHINE/FORKLIFT OPERATOR

POLARTEC - Lawrence, MA - May 2014 - July 2016

- Operate forklift to unload and transfer goods within the building and other departments
- Consistently load and deliver goods within a timely manner for shipping and receiving
- Transport tubs 50 lbs. plus to operational floor
- Work efficiently in a high volume/fast paced environment to meet deadlines
- Organized worker with ability to perform independently with minimal supervision

- Follow inventory control management guidelines and procedures
- Follow safety protocol
- Operate large knitting/sewing machines that wring out fabric in large rolls
- Input codes to the right setting needed for product to be made

FREIGHT TEAM ASSOCIATE

THE HOME DEPOT - Methuen, MA - May 2013 - April 2014

- Prepare merchandise for sales floor by delivering goods on time
- Accurately identify "ready to sell" merchandise for pricing and tagging
- Operate large and small forklifts for transfer of goods throughout warehouse
- Manage sales orders for pickups and deliveries
- Accomplish miscellaneous task to prepare store for opening mornings

TUTOR

VALLEY WORKS - Lawrence, MA - August 2011 to April 2012

- Tutor high school students in Math , Science , English and History
- Provide professional leadership and teach strong work ethic

SCREEN PRINTER

GEM GROUP INC - Lawrence, MA - April 2011 - March 2012

- Graphically design logos and prints for placement on products
- Accurately mix colors in Screen & Ink room for company manufactured products

EDUCATION

- High School Diploma
- Graduate from NETTS
- Program - HVAC - January 2017 - May 2018
- Diploma for completion of HVAC classes
- Completed 5,000 of 6,000 hours apprenticeship required for license

CERTIFICATIONS

- Certifications – Universal EPA certified
- Forklift operator May 2012 - Present