

Melvin Castillo

Manager/customer relations professional

Brooklyn, NY 11224

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High-energy Manager successful in building and motivating dynamic teams. Cultivates a company culture in which staff members feel comfortable voicing questions and concerns, as well as contributing new ideas that drive company growth

Authorized to work in the US for any employer

Work Experience

Shipping and Receiving Clerk

Ship Essentials - Brooklyn, NY

December 2023 to Present

- Receive and process orders
- Distribute packages internally
- Organize and maintain the stockroom
- Make arrangements for the arrival of incoming packages and ensure there is adequate space to store them
- Document products shipped and received
- Create and present shopping reports
- Resolve any issues or incorrect orders
- Adhere to all health and safety guidelines and internal procedures

Machine Operator

Car Freshner Corporation - Watertown, NY

May 2023 to November 2023

The Machine Operator is responsible for performing various tasks which include operating, filling, packing, and monitoring machine production, while ensuring the products meet our production quality standards.

Responsibilities:

- Accurately operate machinery
- Keep up with production requirements, while meeting quality expectations
- Follow standard operating procedures (instructions & rules)
- Work effectively in a team environment
- Prompt, reliable attendance

Construction merchandiser

Metro Solutions - Florida

October 2021 to May 2023

Assemble shelving and create displays

Remodel

Move Steel Beams

Merchandise products according to Plan-o-gram Exercise sound judgment Work independently Prioritize with minimal supervision Follow/give direction Solve Problems Engage in considerable physical activity, lift and/or push up to 75 pounds, stand for long periods of time.

Climb Ladders

Pay Attention to detail

Willing to learn

Warehouse Team Leader

TheatreWorld Backdrops - Oldsmar, FL

October 2016 to October 2021

- Shipping/Receiving Procedures
- Packaging of products and services
- Administrative Duties
- Emailing Responses to Customer
- Forklift Training
- Inventoried Facility (monthly & annually)
- Computer Applications (Oracle, Microsoft Exchange, Microsoft Outlook, Quickbooks)

Assistant Manager

Walmart Inc

October 2013 to May 2016

2677 Roosevelt Blvd)

- Scheduled a staff of Approximately 20-25 associates weekly
- Ordered, Received and Displayed merchandise within season.
- Conducted and assisted in company functions. (fund raising, company programs).
- Operated Powered Lifting Equipment (walkie stacker, sit down forklift, scissor lift, electric pallet jack).
- Conducted training on Powered Lifting equipment.
- Assisted/Handled Customer returns and complaints.
- Conducted Vendor Relations
- Conducted/assisted in 3 yearly inventories.

Shift Supervisor

Duane Reade Co

August 2011 to August 2012

551 Water st.)

- Computed Sales Prices, total purchases and processed payments.
- Administered all point of sale opening and closing procedures.
- Facilitated monthly and quarterly physical inventory counts.
- Explained information about quality, value and style of products to influence customer purchasing.
- Closing reports and end of day register audits.

Operations Manager

Deno's Wonder Wheel Park

April 2003 to May 2007

1011 Riemann Boardwalk)

- Managed Inventory Control
- Managed Vendor Relations
- Prepared Payroll

- Conducted new employee training
- Prepared Weekly Schedules
- Conducted Season end employee evaluations

Clerical Assistant

Brooklyn Public Library

April 2004 to April 2007

1925 w. 19th st)

- Performed Various administrative services such as filing, typing, and handling incoming calls.
- Managed book inventory in a state of the art computer system.
- Responsible for verification of accuracy of data and compilation of spreadsheets combining data.
- Generated profiles of new library card applicants.

Education

Associate in Business

St. Petersburg College - Clearwater, FL

March 2016 to August 2018

Skills

- Inventory
- Inventory control
- Excel
- Microsoft excel
- Exchange
- Microsoft exchange
- Microsoft powerpoint
- Powerpoint
- Microsoft word
- Word
- Team management
- Quickbooks
- Data entry
- Operations management
- Operations
- Shipping Receiving
- Inventory Management
- Warehouse Inventory
- Access Control
- Forklift
- Warehouse Associate

- Team Lead
- Shipping
- Picking Packing
- Datawarehouse
- International
- Logistics
- Library Services
- Vendor Management
- Management Experience
- Retail Sales
- Assistant Manager Experience
- Oracle
- POS
- Planograms
- Merchandising
- Retail sales
- Heavy lifting
- Sales
- Cash register
- Shift management
- Customer service
- Forklift
- Assembly
- Team management
- Product management
- Construction
- Manufacturing
- Operations management
- Windows
- Load & unload
- Cash handling
- Typing
- Clerical experience
- Order fulfillment
- Microsoft Exchange
- Oracle
- Financial management
- Precision measuring instruments
- E-commerce
- Operating systems

- Analysis skills
- QuickBooks
- Records management

Military Service

Branch: United States Navy

Rank: E-3

Certifications and Licenses

Driver's License

Additional Information

Skills

- ▶ Operations Management
- ▶ Microsoft Word
- ▶ Inventory Control
- ▶ Microsoft Excel
- ▶ Staff Development
- ▶ Microsoft Exchange
- ▶ Microsoft Powerpoint
- ▶ Quickbooks
- ▶ Data Entry
- ▶ Cross functional team management