

Nicholas Marquez

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Warehouse Specialist/Forklift Operator

Adept Life Sciences-Gilbert, AZ

January 2024 to July 2024

Shipping and Receiving clerk

Area Manager II

HelloFresh-Phoenix, AZ

November 2021 to January 2024

Launched the first hello fresh in Phoenix,AZ

My job is to allocate duties and monitor activity and workflow to ensure that all warehouse production deadlines are met, also coordinate with production team to ensure all organizational systems are functioning efficiently. I also ensure compliance with food safety guidelines,production processes are properly executed, and items produced comply with stringent GMP guidelines. My position requires myself and fellow employees to withstand temperatures ranging from -20 degrees Fahrenheit to ambient room temperature, also responsible for following and enforcing all safety, GMP and SQF policies/procedures, as well as adherence to PPE/hygiene policies.

Floor Manager

Performance Designed Products-Phoenix, AZ

January 2018 to November 2021

Responsible for ensuring that all floor requirements are met and managing the workflow of their team or department by assigning tasks, supporting staff, monitoring results and reporting to senior management. Responsible for coaching, resolving issues and serving as a link between subordinates and upper management.

Ecommerce Lead- Responsible for first level supervision of Ecommerce Associates to ensure the team is fully-functioning. Supervise the employees. Provide directions on daily work assignments and priorities, monitor and manage ecomm orders, make sure orders are released, picked, packed and shipped. Perform all aspects of order fulfillment including but not limited to picking, packing, shipping, restocking, and inventory management.

Transportation Specialist Analyze product delivery or supply chain processes to identify and recommend changes reorganize shipping schedules to consolidate loads, maximize vehicle usage, or limit the movement of empty vehicles or containers. Correct freight settlement documents to ensure the proper accruing of freight on a daily basis ensure that orders are packed neatly and in a timely manner. Identify express orders and standard orders and make sure they are shipped on time by loading trailer with

finished orders. Identify overnight express orders and place them in the correct area for pickup. Maintains and oversees inventory database using Microsoft Nav

Lead

AMAZON-Phoenix, AZ

September 2011 to February 2017

ISS Rep - Customer services working with retail and non-retail for the customer to insure they receive the correct product they had order, by researching the product and inventory of what went wrong for the first place. We also keep track of every ticket with our Microsoft Excel spread sheet so if we need to look back on how many were resolved and left for the next shift to prevent confusion and delay.

Inbound Lead | Phoenix, 85043, AZ | September 2011

Inbound Stow Lead- maintain control of stowers a group of 25+, insuring associates are on task keeping up rate as well as removing barriers for associates to improve in their function.

Warehouse Associate- motivated, and possesses a strong work ethic, attention to detail, and a commitment to customer service. understand all aspects of production; and adhere to strict safety, quality, and production

standards.

DFW6 Shipping lead Dallas, TX

Translated business needs and priorities into actionable logistics strategies.

Achieved a 100% on-time shipment rate.

Supervised material flow, storage and global order fulfillment.

Redirected shipments en route in response to customer requests.

Forecasted manpower requirements based on daily workload and company targets.

Led warehouse improvement initiatives to advance operational efficiencies.

Maintained accurate stock records and schedules.

Senior Material Handler

MASTERCRAFT PLASTIC INJECTION MOLDING-Phoenix, AZ

December 2007 to May 2011

Senior Material Handler and maintenance

Participates in safely receiving, inspecting, recording, storing, organizing, issuing, and delivering a variety of materials, equipment, and supplies to departments. Inspects and identifies equipment or machines in need of repair. Troubleshoots issues to determine necessary repairs. Plans repair work using buildings blueprints or equipment manual as needed. Performs general repairs that do not require a specialized technician.

Tracked time spent on assignments each day for productivity reporting.

Conducted monthly inventories of materials on the work floor.

Picked up incoming stock and delivered materials to designated locations. Estimated weights, heights and centers of balance to make precise placements, maintained accurate stock records and schedules.

Forecasted manpower requirements based on daily workload and company targets. Gathered, logged and monitored all shipping data.

Security Officer

JOBING.COM-Glendale, AZ

June 2007 to December 2007

ARENA

Security Part-time | 9400 W Maryland Ave, Glendale, AZ 85305 | July 2007 - December 2007

Detected suspicious activities and watched for criminal acts and rule infractions.

Circulated among visitors, patrons and employees to preserve order and protect property.

Monitored and reported suspicious activities to local authorities.

Warned offenders about rule infractions and violations and verbally evicted violators from premises.

Denied entrance to the building to unauthorized persons.

Screened all passengers, crew members and employees for weapons and contraband.

Education

ASSOCIATE OF APPLIED SCIENCE in Criminal Justice

ITT TECHNICAL INSTITUTE - Tempe, AZ

November 2010 to Present

HIGH SCHOOL DIPLOMA in Business

Westland school - Phoenix, AZ

2007

Skills

- Warehouse Management (4 years)
- Shipping And Receiving (5 years)
- Forklift Operator (10+ years)
- Retail (4 years)
- Problem Resolution (5 years)
- Customer Service (5 years)
- Logistics (2 years)
- Scheduling (1 year)
- Operations
- Management (3 years)
- Outlook (5 years)
- MS Office (3 years)
- Purchasing (Less than 1 year)
- Order Fulfillment (5 years)
- Plastics Injection Molding (4 years)
- Surveillance (Less than 1 year)
- Freight Experience (6 years)

- Warehouse Management System
- Supply Chain (2 years)
- Warehouse Experience (10+ years)
- Microsoft Excel (1 year)
- Microsoft Word (4 years)
- Packaging (6 years)
- Supervising Experience (6 years)
- Pallet Jack (10+ years)
- Payroll (2 years)
- Time & attendance systems (2 years)
- Interviewing (2 years)
- FedEx Ship Manager (5 years)
- Inventory Control (3 years)
- Leadership (6 years)
- Customer service (4 years)
- Materials Handling
- Quality control (3 years)
- Inventory control (4 years)
- Inventory management (1 year)
- Time management (3 years)
- Basic math
- English
- Driving
- Distribution center
- Load & unload
- Warehouse management system
- Freight
- Warehouse management
- Forklift
- Order fulfillment
- Mentoring
- Interviewing
- Leadership
- Customer service
- Security
- Team management
- E-commerce
- Computer literacy

Certifications and Licenses

Forklift Certified

December 2007 to Present

Pallet Jack Certification

Assessments

Work style: Reliability — Proficient

June 2022

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

Full results: [Proficient](#)

Warehouse shift leader — Proficient

June 2022

Supervising warehouse staff and maintaining safety and security standards

Full results: [Proficient](#)

Work motivation — Proficient

October 2020

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Spreadsheets with Microsoft Excel — Proficient

May 2024

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Attention to detail — Proficient

November 2021

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

Full results: [Proficient](#)

Forklift safety — Proficient

July 2021

Best practices and safety hazards in forklift operation

Full results: [Proficient](#)

Warehouse safety — Proficient

June 2022

Using safe practices in a warehouse setting

Full results: [Proficient](#)

Time management skills — Proficient

May 2024

Managing one's own time to complete tasks quickly and efficiently
Full results: [Proficient](#)

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

Additional Information

SKILLS

Warehouse and manufacturing operations Proficient in MS Office

HAZMAT training Familiar with MS Excel

Current Forklift Certification Physically fit and agile

Certified Pallet Jack Operator Familiar with RF systems

Warehouse and fulfillment Stationary surveillance

Fast learner Warehouse management systems

Deadline-driven Procurement

Natural mentor