

Nikki Candelaria

Mead, CO 80542

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COMPUTER SKILLS: EWM SPM, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Powerpoint, Microsoft Publisher

STRENGTHS: Advanced critical thinking, extremely organized, quick learner, high-level oral and written

communication, innovative, self-motivated, technical skills, and flexible

EQUIPMENT EXPERIENCE: Sitdown Electric Forklift, Sitdown Gas Forklift, Reach Truck, Order Picker, Pallet

Jack, Hand trucks, and TSP

Authorized to work in the US for any employer

Work Experience

Warehouse

Oskar Blues Brewery/Monster Brewing - Longmont, CO

April 2022 to Present

Forklift certified

Load and unload trucks/flatbeds following pick sheet

Building orders

Maintaining 100% accuracy

Data entry as well as communicating with other warehouses/dispatchers

Inventory counts weekly/as well as end of month and end of year

Following FIFO

Putting product away when it comes off the line/lab

Sending packages via UPS

Trainer- help train new warehouse associates on the building/loading/unloading/inventory process and how to read POs as well as other paperwork from drivers

Send out dunnage as needed

High Reach Forklift Operator

Lineage Logistics

January 2021 to April 2022

Used a high reach forklift to put pallets into proper locations.

Used RF scanner to identify proper location for pallets.

Made sure product on pallet was in good condition and was the correct items on pallet before putting away.

Use RF scanner also to pick pallets and place on correct loading dock.

Made sure the correct item was on the pallet and count before putting pallet on dock.

Freezer warehouse temperature ranged from 30 degrees to negative 10 degrees always made sure to have proper PPE

Warehouse Worker

Caterpillar - Denver, CO

August 2017 to January 2021

Inbound- putting items back in stock, check to make sure quantity, part number, etc is correct before putting away. Unloading boxes sorting out the stock into correct cart location, unloading trucks with a sit down forklift. Putting product away in a safe manner with a reach truck. Helping out with HI-99 grief when needed.

Outbound- picking orders, making sure quantity, part number, etc is correct.

Shipping- making sure the orders are correct before boxing them and printing out shipping/UPS labels. Verifying that the address is correct on the UPS and shipping label. Adding insurance to the package if necessary (UPS ground Insurance). Loading trucks with a sit down forklift. Making sure load is in truck securely so it is delivered to the customer in great condition. Transferring heavy material(s) with a forklift carefully threw the warehouse and getting it on the loading dock on time and safely.

Maintaining 100% for speed as well as accuracy. Forklift certified. Order picker certified. Reach truck certified.

Train employees on a frequent basis on logistic processe

Education

High school or equivalent

Skills

- Microsoft Office (3 years)
- Microsoft Excel (2 years)
- Phones (3 years)
- Customer Service (3 years)
- Cash Handling (2 years)
- Pallet Jack (2 years)
- Assembly (1 year)
- Hand Tools (Less than 1 year)
- Collections (1 year)
- Order Selector
- Selector
- Order Puller
- Picker Packer
- Forklift
- Materials Handling
- Microsoft Access
- Order Picker
- RF Scanner
- Reach Truck

- Shipping & Receiving

Certifications and Licenses

Forklift Certified

forklift certification

Driver's License

Stand up forklift

Additional Information

Key Skills:

- World Class Customer Service -Up-selling/Sales Support
- Troubleshooting/Problem Solving -Complaint Handling
- Proven Track Record -Acting Manager on Duty
- Software excellence -Exceptional Organizational Skills
- Self-Driven -Hard worker
- 40 WPM -Microsoft excellence ie. Word and excel