

PABLO J. CORIA

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CAREER OBJECTIVE

My objective is to challenge myself by expanding my knowledge and skills to learn new skills and abilities thus enhancing my performance in a new career.

CORE COMPETENCIES

- ♦ Detail and Organized
- ♦ Self-starter with great work ethic
- ♦ Enthusiastic Worker
- ♦ Excellent at multi-tasking
- ♦ Requires minimal supervision
- ♦ Quality assurance
- ♦ Strong written and verbal communication skills
- ♦ Persistent and Conscientious
- ♦ Knowledgeable on office management operations
- ♦ College level business courses

PROFESSIONAL EXPERIENCE

U.S FOOD SERVICE.

UNION STEWARD & ORDER SELECTOR | CENTENNIAL, CO | OCTOBER 2005 — PRESENT

- As the Union Steward
 - o The investigation and presentation of grievances between employee and employer with the union rules and regulations
 - o Related openly and comfortably with diverse groups of people
 - o Gained the confidence and trust of others through honesty, integrity and authenticity
 - o Consistently mediated and achieved results even under tough conflictive circumstance
- Reading production schedule, customer order, work order, shipping order, or requisition to determine items to be moved, gathered, or distributed.
- Conveys materials and items from receiving or production areas to storage or to other designated areas.
- Sorting and placing materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code.

- Sorting and storing perishable goods in refrigerated rooms.
- Filling requisitions, work orders, or requests for materials, tools, or other stock items and distributes items to production workers or assembly line.
- Assembling customer orders from stock and places orders on pallets or shelves, or conveys orders to the packing station or shipping department.
- Marking materials with identifying information.
- Opening bales, crates, and other containers.
- Recording amounts of materials or items received or distributed.
- Weighing or counting items for distribution within plant to ensure conformance to company standards.
- Arranging stock parts in specified sequence for assembly by other workers.
- Using a computer to enter records.
- Compiling worksheets or tickets from customer specifications.
- Driving a vehicle to transport stored items from warehouse to plant or to pick up items from several locations for shipment.
- Completing requisition forms to order supplies from other plant departments.
- Maintaining inventory records

PRIOR TO 16 YEARS AT US FOOD | COLORADO | APR 2002 – OCT 2005

- ♦ American Furniture Warehouse, Centennial, CO - Lift Operator
- ♦ UPS, Commerce City CO - Holiday Driver Helper
- ♦ Discount Tire Company, Thornton CO - Assistant Manager
- ♦ Skyline Soccer, Denver CO - Soccer Coach
- ♦ Echostar, Littleton CO - Customer Service Representative

EDUCATION/TRAINING

METROPOLITAN STATE COLLAGE OF DENVER, DENVER, CO

I have completed two years of college with an emphasis in business at Metropolitan State College of Denver.

Courses completed with:

*Principles of Accounting I

*Managerial Communications

*Computer Applications for Business

*Marketing

*Business Calculus

*Business Ethics

ADDITIONAL SKILLS

- ♦ Proficient in Microsoft Office and Adobe Illustrator
- ♦ Basic Spanish

REFERENCES

- ♦ Don Auger: Co-worker - U.S Foods
303-519-2377
- ♦ Melissa Rosas: Personal - Production Manager 720-341-
8240
- ♦ David Nieddu: Personal - Principle tech support engineer 303-503-
2893

- ♦ UPS, Commerce City CO - **Holiday Driver Helper**
Manager: Hugh Dellinger Contact Phone Number: 1-800-PICK-UPS
- ♦ Discount Tire Company, Thornton CO - **Assistant Manager**
Manager: Rich Ironside Contact Phone Number: 303-255-7200
- ♦ Skyline Soccer, Denver CO - **Soccer Coach**
Manager: Rich Jones Contact 303-691-5662 Manager: Marc Francis Contact: 303-399-5858
- ♦ Echostar, Littleton CO - **Customer Service Representative**
Manager: Rachel Dye Contact Phone Number: 303-759-0904

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