

Paul Rodriguez

Thornton, CO
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Authorized to work in the US for any employer

Work Experience

Shipping Lead

Computrol Inc - Westminster, CO
August 2016 to Present

- Made sure all orders were packed and shipped correctly and on time.
- Prepared daily shipping report to be distributed company wide.
- In charge of all shipping supplies and ordering when needed.
- Shipped both small packages and freight.
- Shipped both international and domestic.

Shipping Clerk

Metalcraft Industries - Westminster, CO
August 2013 to July 2016

- Performed all the daily shipping
- Packed and ensured all orders were correct before being shipped.
- Created shipping report.

Case Manager

Rocky Mountain Offender Management Systems - Englewood, CO
July 2012 to July 2013

- Communicated with legal services and judicial systems regarding client cases.
- Meet with clients daily.
- Completed all necessary paperwork, reports.
- Ensured clients followed all requirements

Shipping and Receiving Clerk

GPT Industries - Arvada, CO
February 2010 to July 2012

Shipped both domestic and international orders, small packages and freight.
Did daily receiving and ensured all product was correct.
Drove forklift to load and unload trucks

Warehouse Shipping and Receiving

Melco Embroidery Systems - Westminster, CO
June 1996 to February 2010

- Performed all warehouse duties, picking, packing, inventory, stocking.
- Packed and shipped all daily shipping needs, both international and domestic.

- Shipped both small and freight.

Education

Bachelor of Science in Criminal Justice

Westwood college - Denver, CO

January 2009 to September 2014

High school diploma in High School

Iver C. Ranum High School - Westminster, CO

August 1991 to August 1994

Skills

- Very comfortable on any computer system
- Detailed and Organized
- Work well with others or independently
- Dependable
- Spanish and English languages
- Shipping & Receiving
- Freight Experience
- Warehouse Supervisor Experience
- Forklift
- Logistics
- Order Picking
- Warehouse Management
- Load & Unload
- Pallet Jack
- Microsoft Office
- Warehouse Experience
- Packaging
- Materials Handling
- Warehouse Distribution Experience
- Warehouse Management System
- Inventory Control