

JUAN MATA HERRERA

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Summary

Punctual Stocker and material handler bringing more than 10 years of experience in customer service industry. Experienced in updating records, inspecting shipments and resolving discrepancies. Dedicated to efficiently rotating stock to minimize spoilage and obsolescence. Machine operator with 5+ years of experience prior to becoming morning stock, followed by material handling for more than 5 years now. Worked on printing machine, calculated measurements to properly cut papers for magazines and booklets. Helped to train and ready new employees in machine operation. As material handler, completed morning and afternoon counts, picking orders, finding materials to complete orders.

Skills

- Product displays
- Safety methods
- Proficient in measuring
- Proficient with planograms and schematics
- Skilled in customer service
- Machine operating skills

Experience

Warehouse /material handler-Ferguson-Rochester, MN -Jan 2025-current

- Operate forklift
- Receive orders and find all items to fulfil them
- Count parts from boxes in warehouse
- Do final counts at the end of shift
- Clean and organize work area
- Prep work unit for next shift
- Operate pallet jack
- Counts at beginning and end of shift

Material handler-Benchmark-Rochester, MN

Material handler for 3+years

- Operate forklift
- Receive orders and find all items to fulfil them
- Count parts from boxes in warehouse
- Do final counts at the end of shift
- Clean and organize work area

- Prep work unit for next shift
- Operate pallet jack
- Counts at beginning and end of shift

Morning Stocker | Fleet Farm - Rochester, MN | 05/2017 - Current

- Lifted materials of varied weights on regular basis.
- Assisted customers by locating items and loading heavy purchases in vehicles.
- Moved and rebuilt shelves, racks and displays to increase visibility of merchandise.
- Blocked and faced products on shelves and displays to meet company policies.
- Counted and stocked different types of merchandise to comply with inventory control tag requirements.
- Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records.
- Stocked shelves with items making sure items were not outdated and brought forward.
- Ensured no damaged or expired items were placed on shelves.
- Kept work areas clean, neat and organized for optimal productivity and worker safety.
- Read orders to obtain item numbers and located merchandise in bins or on shelves.
- Carried out duties within fast-paced retail environment, providing organized stocking methods and plans.
- Demonstrated great teamwork skills with staff members involved in production and transport.
- Maintained clear aisles during restocking to avoid hazards and promote guest convenience.
- Bent, lifted, opened, and moved products weighing up to 150 pounds.
- Communicated effectively with members of public in often crowded and noisy environments.
- Operated tracking system to view open orders and review directions to storage locations.
- Helped customers locate desired items and assisted with carrying heavy loads.
- Read tickets accurately to pick out important information and correctly complete orders.
- Noticed damaged products and removed from received shipments to be processed for refund or replacement.
- Added labels to products, rotated current stock and professionally arranged merchandise.
- Selected items from bins, scanned tags with tracker and loaded onto cart.
- Kept stockroom orderly, accessible and safe with regular upkeep.
- Restocked shelves with current merchandise in attractive displays to promote sales.
- Cleaned and organized display cases, shelves and aisles.
- Maintained neat, safe and orderly workspace to prevent accidents and injuries.
- Followed proper stock rotation procedures to minimize obsolescence and remove out of date items from sales floor.

Machine operator

- Calibrate machine
- Make all of the correct measurements needed to start
- Cleaned and maintained machines before and after work shift.
- Regularly conduct tests on the machines to test operation
- Fix any issues if there are any
- Feed the raw material (paper) into the machine
- Check the database to make sure there are no issues
- Log all the activities
- Submit performance reports
- Help to train new employees

Material Handler

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- Prep work unit for next shift
- Operate pallet jack

Education and Training

GED | Owatonna, MN | 07/1999

