

Armando Ponce

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Professional Summary

Dynamic professional with 1+ years of experience in production and manufacturing environments. Adept at operating machinery, adhering to safety protocols, and troubleshooting equipment issues. Demonstrates strong forklift operation, inventory control, and technical skills with schematics. Committed to maintaining quality and efficiency in fast-paced settings.

Work Experience

Material Handler/Forklift Operator

Arc | Firestone, CO

September 2025 to April 2026

- Operated forklifts and material handling equipment to transport materials safely and efficiently throughout the warehouse
- Maintained inventory accuracy through regular cycle counts and discrepancy reconciliation using barcode scanning systems
- Implemented safety protocols, achieving zero accidents or injuries during tenure
- Inspected incoming materials for defects or damage, ensuring quality control
- Managed hazardous materials in compliance with safety guidelines and regulations
- Utilized computer systems to track inventory levels, monitor stock movements, and generate reports
- Coordinated with production teams to provide timely material supply
- Maintained cleanliness and organization of storage areas to optimize space utilization
- Acted as liaison between warehouse staff and management regarding material handling processes
- Demonstrated problem-solving skills resolving issues related to missing or damaged items
- Monitored supply levels and initiated reordering processes to prevent stockouts

Painter

JL painting and construction | Johnstown, CO

April 2025 to August 2025

- Prepared surfaces by cleaning, scraping, sanding, and patching to ensure proper paint adhesion
- Applied paint and finishes using sprayers, brushes, and rollers with precision and efficiency
- Operated power tools such as sanders and spray guns safely and effectively
- Executed high-quality painting projects for residential and commercial clients, ensuring customer satisfaction
- Protected surrounding areas from paint splatters and spills through careful masking and covering
- Mixed paints to achieve desired colors and textures according to client specifications
- Maintained accurate records of materials used, time spent, and expenses incurred
- Collaborated with clients to determine color schemes and project goals

General Laborer

The J. M. Smucker Company | Longmont, CO

December 2024 to March 2025

- Adhered to all safety protocols and regulations to maintain a safe working environment
- Maintained cleanliness and organization of work area to ensure efficiency and safety
- Loaded and unloaded materials onto trucks for transportation to job sites
- Followed supervisor instructions to complete assigned tasks accurately and efficiently
- Communicated effectively with team members regarding task progress and issues
- Collaborated with team to troubleshoot and resolve technical problems
- Performed basic maintenance on tools and equipment to ensure proper functioning

Education

High school diploma

Frederick High School | Frederick, CO

August 2009 to May 2013

Upper secondary education

Skills

Forklift	Safety regulations	Problem-solving	Power tools	Inventory control	Mechanical
knowledge	Manufacturing standard operating procedures	Workplace health and safety regulatory			
compliance	Quality control	Record keeping	Computer literacy	Cross-functional collaboration	
Load & unload	Troubleshooting	Machine operation			

Languages

Bilingual
Spanish - Intermediate
English - Fluent

Certifications and Licenses

Forklift Certification

Present

Confidential Clearance

Additional Information

Authorized to work in the US for any employer