

CHRIS ELLIOTT

13598 Via Varra - Unit 107 - Broomfield, CO 80020

cje3216@gmail.com

909-614-5112

Objective

- To grow in a company, to help make the company run more smoothly, and stay with a company long term.

Summary

- Have allot of experience working in a fast paced environment, I've worked in an office environment for the past 15 years as well; I have allot of knowledge on computers and warehouse system functions.
- I'm self-motivated and work well with others as a team.
- I have experience in leading and directing teams while I was working as a Transportation Coordinator.
- I'm a quick learner and am detail oriented.
- I am very punctual

Work Experience

The Home Depot - (11/2010 - 10/2025)

Ontario, CA / Loveland, CO / Mead, CO

Transportation Coordinator / Store dept associate / General Office Associate / Recovery Driver / General Warehouse Associate

- Plan and tender the outbound scheduled loads in RTS and TMS for the The Home Depot stores, to assure the freight is getting to the stores in a timely matter, to communicate with the stores, to help alleviate any issues that might happen, and assure they get resolved in a timely matter.
- Answer the phones to help assist the store with any questions they may have regarding there load scheduled for the day.
- Assist the guards with any kind of problems that come up regarding checking in and checking out a trailer.
- Help assist the outbound desk with making decisions on what trailers to open up regarding the fluid load process.
- Work with the 3PL carrier on making sure the loads are gone out on time to alleviate any late deliveries to the stores.
- Booking loads for the offshore stores in the shippers portal.
- Putting together the Outbound BOL's for the carrier to ship out next day.
- Picking customer load orders, banding the orders together, and staging them.
- Loading outbound store trailers.

Exel Logistics - (07/2001 - 11/2010)

Rialto, CA

Warehouse Associate / Transportation Coordinator & Clerical (office support)

- Do a visual walk of the outbound dock, to check the percentages of the trailers, then check in The Home Depot FTS system to see what is coming in on the inbound side, to help plan the outbound schedule for the The Home Depot stores, to assure the freight is getting to the stores in a timely matter, to communicate with the stores, to help alleviate any issues that might happen, and assure they get resolved in a timely matter.
- Receiving, shipping, forklift, shipping & receiving clerk.
- Backing up the Admin with accounts receivable & payable duties

Education

Computer Science

San Bernardino Valley College

Attended 1 1/2 years

High School (07/1995)

Home studies

Received a diploma

Courses & Certifications

Languages

- English

Skills

- Coordinating
- Transportation
- Inbound load planning
- Customer service
- FTS, TMS, WM, PM, FM, RTS, LORP and YMS system
- Inbound & Outbound functions
- Computer skills: Microsoft Excel, Microsoft Word, Microsoft Outlook(email), Microsoft Acces
- Forklift operator

Awards & Honors

- Employee of the month (01/2004)
- Employee of the month (06/2011)
- All-star award (01/2014)
- Employee of the Month

References

Tracy Torrejon
(970) 227-5104

Amy Nelson
+1 (720) 355-4257