

Rudy Duran

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Professional Summary

Detail-oriented and reliable professional with experience in logistics, shipping, and warehouse operations, transitioning into customer-focused, remote order fulfillment roles. Skilled at inventory management, ERP and system tracking, order accuracy, and cross-team communication. Known for problem-solving, multitasking, and maintaining accuracy under pressure. Eager to leverage operational experience to support ticketing, order tracking, and customer service in a remote environment.

Work Experience

Warehouse & Shipping Associate

Specialty products company | Longmont, CO

March 2024 to February 2025

Processed outgoing shipments via UPS, FedEx, and LTL, ensuring accurate labeling, documentation, and timely dispatch

Performed daily receiving of inbound freight, verifying purchase orders and inspecting for discrepancies

Picked, packed, and staged inventory efficiently to meet deadlines and maintain order accuracy

Maintained inventory records in system and conducted cycle counts for accuracy

Coordinated with drivers, vendors, and internal teams, communicating clearly to resolve shipment issues

Operated stand-up forklift and pallet jack to safely move materials

Maintained clean, safe work environment following warehouse best practices

Packaging Operator

Oskar Blues Brewery | Longmont, CO

September 2022 to February 2024

Operated and maintained automated canning machines, troubleshooting minor issues to ensure smooth production

Boxed, labeled, and palletized finished products, accurately logging counts in inventory systems

Maintained 5S and Kaizen principles in workspace, supporting process improvements

Provided cross-functional support, assisting other departments with packaging and assembly tasks

Communicated with machine technicians and team leads to meet production and quality goals

Picker/Packer/Shipper

Tundra Restaurant Supply | Boulder, CO

February 2021 to May 2022

Picked and packed orders for shipment, ensuring accuracy and timely delivery

Maintained organized work area, logging completed orders and communicating inventory status

Assisted with delivery and cross-team coordination

Warehouse Worker
Molecular Products Inc | Lousville
August 2020 to February 2021

Prepared and processed materials for production, maintaining quality standards

Inspected and packaged finished products, logging inventory accurately

Performed minor machine maintenance and troubleshooting

Followed safety protocols and maintained clean work areas

Education

High school
Skyline High School | Longmont, CO
May 2010 to May 2015

Upper secondary education

Skills

Data entry Picking & packing Microsoft Dynamics 365 Computer operation Materials handling Machine learning Clean workspace maintenance Order Picker Microsoft Excel Computer literacy Hazardous material handling Order processing Inventory Control Safety equipment Pallet jack Packaging MRP Organizational skills Basic math Reach Truck Warehouse Order management system ERP systems Cross-functional communication RF scanner Safety protocol adherence Maintaining an organized workspace Microsoft Word Load & unload Quality control Quality Inspection Quality assurance Order fulfillment Order picking English Computer skills Warehouse experience Databases Microsoft Outlook Attention to detail Warehouse management system shipping Cross-functional collaboration Lifting equipment Shipping & receiving Warehouse distribution Assembly Machining Personal protective equipment (PPE) adherence Bilingual Spanish Forklift Analysis skills Task prioritization Material handling equipment operation Electric pallet jack Teamwork Time management

Languages

Spanish - Fluent

Certifications and Licenses

Pallet Jack Certification
March 2017 to Present

Forklift Certification

Certified Forklift Operator

Additional Information

Authorized to work in the US for any employer