

Robert Guara

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To obtain a position that will allow me to further develop my professional and personal career objectives

Authorized to work in the US for any employer

Work Experience

Driver/Warehouse Associate

Transtar Industries / Elite logistics - Englewood, CO

July 2017 to May 2018

deliver transmissions & transmission parts to repair shops around the Denver metro area. completing a manifest for each stop, as well as obtaining a signature for parts received. Picking up any returns, defective parts, and core returns making sure customers have core receipts and RGA copies for there returns or defective parts. Upon returning to the warehouse parts and placed in returns area or core returns area. Warehouse duties include, processing all core returns to give customers core credits if applicable. Sort and organize core parts by part number into proper holding bins or location until ready to ship back to vendor. Identifying torque converters and placing them on the proper core pallets for shipping to vendor to ensure company credits are applied after shipment is received by vendor. Tracking of quantity and parts to be shipped, are logged on count and part number sheets to be crossed checked in inventory received core returns. Manifests and shipping labels are created and proper shipping methods are met using the most cost effective shipping options. items ready for shipping are shrink wrapped then tagged with manifests and shipping labels. Picking and packing items for daily runs, ups, fedex, usps, and end of day run to Kangaroo Express for item being shipped to other customers along the front range and customers around the country. shipping parts to other Transtar warehouses or stores. creating shipping orders and manifests for shipping with Kangaroo Express by weight and piece count truck placement for delivery to colorado, new mexico, and utah. participating in inventory counts once a year, as well as daily cycle counts. Checking in inventory on a weekly basis and stocking assigned areas using part location and part number and rotating product by date.

MAINTENANCE MANAGER

ENVIRONMENTAL MEDIA - Aurora, CO

February 2016 to May 2017

Responsible for service and maintenance of bag dispenser in parks in Denver Metro area. Working with parks and rec maintenance managers and senior staff, to insure all areas of business are completed. Installing of or removing of stations and relocates are finished as needed. Making sure all stations are clean and full. Checking all advertising signage are update and fill coupon dispensers. Repair or replace broken or damaged dispensers, coupon dispensers and signage. Ordering and receiving container from china, counting

incoming shipment, inspecting products for defects in products. Checking the way the container was packed and shipped. Checking that the products meet company standards. Counting of inventory for daily usage in the park systems, as well as inventory going out to clients, weekly inventory hard counts. Handling of all amazon sales, as well as sales from company website. Shipping of all products from sales using shipping platform or acquiring OTR shipping to other park systems and client's in other states. Creating invoices for new and existing customers. Generating usage reports for parks systems. Generating reports for signage and coupons views for advertising clients. Updating reports system to reflect new advertising, new installs or removals. Updating cost of each sign on every dispenser in every park as per each client's contract. Tracking of maintenance cost and receipts and uploading them into Amex system. Keeping storage areas organized and clean making sure all safety standards are being met.

Laborer/Landscaper

Cedar construction - Bloomingburg, NY
October 2008 to December 2015

Custom copper work roofs, gutters, indoor grill hoods, flashing all custom made by hand , assembled on site, or pre fabricated in shop
Landscape design from tree's to grass, schrubs flower placement to bulb planting mulch design and placement sprinkler design and placement lite tree trimming, mowing service.

Mechanic

Self-employed - Aurora, CO
February 2015 to September 2015

Auto repair, tune-ups, oil changes, Suspension work, engine repair

QUALITY CONTROL INSPECTOR

MURRAY'S FOOD PROCESSING INC
September 2011 to September 2014

Duties included but not limited to; product safety and quality checks as required by U.S.D.A. standards and regulations, team leader of line production staff, work closely with maintenance personal and U.S.D.A inspectors, problem solving, all required U.S.D.A. paperwork

Education

DIPLOMA in Computer science

CENTRAL HIGH SCHOOL - Cheyenne, WY
September 1993 to May 1995

Skills

Additional Information

SKILLS & ABILITIES Highly organized, team oriented but self-motivated, proactive, strong written and oral communication skills,