

ROBERTKLEINjr

Longmont, Colorado | tel: (720) 390-2529 | email: RobertKlein80@gmail.com

OVERVIEW

With over eleven years of experience as a driver, forklift operator, and other shipping and receiving roles, I am an asset to any company and team. I pride myself on being hard-working, punctual, and professional in all of my work. Safety and customer service are my top priorities.

EXPERIENCE

Comtec Wash Systems – Supervisor / Delivery Driver

Arvada, Colorado

2020 - Present

My role as a delivery driver is to deliver car wash products statewide in Colorado and Wyoming. After being promoted to Supervisor, I would also train new employees in the warehouse and out driving.

Core Responsibilities

- Perform pre-trip and post-trip inspections on vehicle.
- Sort product by invoice, then loading and unloading 50lb boxes or 30 gallon drums of car wash products throughout the day at different locations.
- Review inventory in the warehouse and place orders for low product to ensure we had enough product for future deliveries.
- Be the go-to person for employees to seek answers to questions and good examples of how to perform our duties.

Medical Systems of Denver, Inc. – Hazardous Waste Transportation

Frederick, Colorado

2017 - 2020

As a driver, my role is to pickup bio-hazard waste from hospitals, medical facilities, and doctors' offices.

Core Responsibilities

- Load my truck with medical waste at each site along my route.
- Route consisted of various sites along the front range.
 - Sites may be as far north as Cheyenne, east to Fort Morgan and Sterling and the surrounding metro areas.
- Work with site staff to ensure they have all required supplies for their bio-hazard waste until their next weekly pickup.
- Follow all precautions and compliance for handling and transporting hazardous waste.
- Stay up-to-date on all required training, rules, regulations, and compliance.
- Assist in picking-up other drivers' routes as needed if they were absent or off-work to ensure all pickups were completed on schedule.
- Assist with training of new employees and drivers.
- Assist in other areas of the plant operations as directed.

Royal Crest Dairy – Shipping and Receiving

Longmont, Colorado

2016 - 2017

Core Responsibilities

- Performed a variety of shipping and receiving tasks.
- Verified materials received are as-ordered.
- Route incoming items to appropriate departments and locations.
- Prepare items for shipment.
- Ship items with the most cost-effective courier services.

Hart Wood, Inc. – *Production Worker/Forklift Operator*

Longmont, Colorado

2014 - 2015

Core Responsibilities

- Assemble and disassemble products such as Pilates equipment, Spin bikes, and other fitness equipment.
- Properly package all equipment for shipping.
- Load and unload delivery trucks.
- Move products around warehouse.
- Setup product pick up with UPS, FedEx, and DHL.

Celestial Seasonings – *Production Associate/Forklift Operator*

Boulder, Colorado

2011 - 2014

Core Responsibilities

- Communicate with Production Supervisor/Lead to determine daily job assignments.
- Blend and mill assigned orders.
- Pick and assemble shipper cases.
- Place cases into sealer and place sealed cartons onto conveyor/pallet.
- Assure proper codes are on packages and shipper cases.
- Conduct pre-start safety and sanitation inspections and record results.
- Monitor mixes of different teas.
- Follow all Food Safety guidelines, GMPs, allergen programs, quality control, HACCP, sanitation, and safety.

Steven and Roberts Desserts – *Warehouse Associate/Forklift Operator*

Longmont, Colorado

2009 - 2010

Core Responsibilities

- Safely move pallets of desserts from production area to freezer.
- Pull required ingredients from inventory for production operations.
- Assist with monthly documentation of inventory.

Top Notch Cleaning – *Custodial Services/Special Projects Lead (3^d Shift)*

Frederick, Colorado

2007 - 2016

As a special projects lead, it was my responsibility to ensure the custodial team remained on-task to clean the facilities as assigned. Ensure team completed tasks accurately and

Core Responsibilities

- Detail cleaning of office buildings, pharmaceutical companies, and medical clinics including clean rooms.
- Office cleaning
- Trash removal
- Floor refinishing
- Window cleaning
- Carpet shampooing
- Construction cleaning

LICENCES & CERTIFICATIONS

- *Commercial Driver's License (CDL) – Class A (In-progress)*