

Rolando Polanco

Bronx, NY 10453

Rolandopolanco90@gmail.com

(718) 559-9181

Excellent communication skills; ongoing commitment to exceptional customer service. I am a highly motivated, responsible and dedicated individual, I work well both independent and as part of a team. I have strong communication skills and decision-making ability. I am seeking an opportunity to work in an encouraging and positive environment. Also, I am fluent in both Spanish and English.

Work Experience

Shipping & Receiving

Brooks Brothers - Long Island-Queens, NY

May 2017 to December 2018

- Assisted in shipping department
- In charge of appropriately sending out boxes for customers
- Inventory management
- In charge of record keeping

VAN TRANSPORTATION

January 2015 to April 2017

Transport individuals from one destination to the other ◦ Ensure appropriate maintenance of vehicles ◦ Provide customer services for individuals as they reach destination ◦ Support in loading and unloading of merchandise

FedEx

March 2013 to May 2014

Followed maps to deliver the merchandise ◦ Obtained valid signature on delivery documents ◦ Operated boom crane or other truck-mounted equipment ◦ Completed daily truck inspection ◦ Maintained driver log book

GIII

October 2012 to January 2013

Educate our clients about our products ◦ Communicate with customers regarding orders, comments, and complaints ◦ Accept payment from customers, and make changes as necessary ◦ In depth ability to multitask and manage projects in a fast pace environment

driver's helper

UPS

November 2011 to February 2012

Loaded and unloaded trucks after shift ◦ Marked materials with appropriate identifying information and bar codes ◦ Sorted the incoming material and labelled it carefully for dispatch ◦ Filled out work order requests for processing and forwarding ◦ Completed basic material checklists and record sheets ◦ Packed material into crates and cartons and loaded the same into vehicles for shipment

Hunts Point Meat Market
March 2009 to January 2011

Preform warehouse maintenance keep areas clean ◦ Develop a perfect safety record ◦ Loaded and unloaded empty pallets of trucks daily ◦ Maintained warehouse floors using industrial cleaning equipment ◦ Reported vehicle defects or damage

pie maker

Dominions Pizza
November 2007 to January 2009

Deliver pizza to the counter or the customer when needed ◦ Assist in cleaning workplaces ◦ Assist in maintaining utensils and equipment ◦ Managed and counted weekly inventory ◦ Receive and organize stock ◦ Ensured customers satisfaction with the product sold and service provided

Education

G.E.D

Samuel Gompers High School
November 2007

Skills

Forklift, Warehouse Associate, UPS, Shipping Receiving, Shipping

Additional Information

- Extremely Organized
- Highly Dependable
- Excellent to detail
- Fast Learner