

# STEVEN ARGUELLO

## Logistics Specialist

Littleton, CO 80128,

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(303)889-9955

Detail-oriented and driven Shipping professional offering exceptional leadership, planning and training abilities. Manages documentation, updates computer records and processes payments. Positive and motivational with proactive and resourceful approach to challenges.

### WORK EXPERIENCE

#### Warehouse Supervisor/Delivery Driver

Med-stuff - Denver, CO

June 2019 to September

2020

Warehouse Coordinating, Inventory Control, Receiving, Equipment assembly and delivering some equipment, Manifesting

Purchase orders and restocking of all equipment

#### Outside Receiving

Vestas Nacelles America - Brighton, CO.

October 2018 to April 2019

Received all incoming of equipment and raw materials from overseas containers via rail or flatbed trucks using heavy equipment via 2 ton and 30-ton forklift and Me-lift and container stacker. Updating and keeping records of all incoming BOL's and packing lists. Warehouse/Inventory Coordinator

#### Shipping & Receiving Coordinator

## Atrilogy Solutions Group/Zayo Group- Henderson, CO.

September 2017 to August 2018

Contracted to inventory, Organize the layout of all the shipping yard of Fiber-optic material and book keep via Excel Spreadsheet. Producing Purchase Orders as well as approving and receiving into Sales Force. Trained and Certified on Boom

Truck/Telehandler and forklift. Pulled and filled all outgoing orders for field techs as well keeping of records of all incoming and going material and equipment.

## Shipping & Receiving Coordinator

Brite-Line Technologies - Denver, CO

January 2006 to January 2017

All loading and unloading of all products

All aspects of International and Domestic shipping and receiving

Coordinated with each Customer the Return of All RMA's

Managed and Maintained 3 other Distribution Centers in Chicago, Baltimore & Orlando Has-mat Certified, Forklift Certified Excel, Word and Power Point

Negotiation of ALL Pricing for LTL, Small Package, Overseas Containers 40' and LCL All Airfreight International and Domestic Pricing Approval and Submittal of All

Shipping and Receiving Purchase Orders.

Input Purchase Order entries into ERP System Syspro.

Well Established relationships with the following shipping companies.

UPS Freight and Small Package, FedEx and FedEx Freight, Estes, R&L Carriers etc.

## Skills

- 20 yrs. of Forklift Certification (Sit down & Stand-up), International Shipping Customs and Commercial Invoice paperwork, UPS & Fed Ex Freight shipping codes.
- Inventory Management
- Inventory Control
- Microsoft Office

- Inventory Clerk
- Shipping Receiving
- Excel
- Forklift
- Logistics
- Shipping
- Inventory
- Word
- Warehouse Management
- Shipping And Receiving
- training
- Warehouse Supervisor Experience
- Delivery Driver Experience
- Box Truck

## EDUCATION

High School Diploma

Englewood High School - Englewood, CO August 1989 to May 1993

## CERTIFICATIONS AND LICENSES

forklift Certified

Sit down, Stand up, 2-ton, 10-ton, telehandler/Boom truck

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