

Im

Todd Cruz

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Skill

- Professionalism
- Honesty
- Problem Solving
- Integrity
- Dependability
- Loyalty
- Reliability
- Responsibility
- Energy
- Passion
- Self-motivated
- Confidence
- Willingness to learn

Experience

9/11/18- Present

Office Depot, Denver, Colorado

Warehouse associate, sorter, receiver, order selector

- include receiving and processing incoming stock and materials
- picking and filling orders from stock
- packing and shipping orders
- managing, organizing and retrieving stock in the warehouse
- Manages pick ticket orders.
- Pulls warehouse items from the shelves based on number, size, colour, quantity, and quality requirements.
- Ensures that orders are accurate.
- Stages items correctly for delivery.
- Operates handling equipment and ensures safety regulations are followed.

2/16/17- 9/02/18

Aerotek, Greenwood village, Colorado- *warehouse associate, Forklift operator, manufacturer worker*

- Received and handled and processed stock in a warehouse or retail environment. The primary duty was to maintain an efficient flow of merchandise, which involved documenting, storing, locating and distributing stock within the warehouse, depending on the specific needs of the employer.
- Using the reach truck to unload inbound shipments safely and move product to storage locations.
Efficiently stack and store the merchandise in the appropriate areas.
- Ensured inbound and outbound shipments were accurate and free of damage, report quality.
- Production Associate at Cedur roofing and was responsible for performing production tasks associated with meeting customer orders in accordance with company safety and manufacturing practices. Work activities included operations of any of the following: spray booth, sandblast and bundle-making.
- Packaging Associate at Cedur roofing and was responsible for the production and/or packaging of a variety of manufactured products. This Packaging position was a support role for multiple areas of manufacturing, including but not limited to molding and quality.

09/01/13- 02/04/17

Ranstad Inc., Denver, Colorado - *warehouse Specialist*

- Operated Raymond and Crown rider reach truck and replaced product pallets for order selectors
- Operated Crown forklift to load temperature controlled trailers with palletized product
- Selected orders and maintained a high level of accuracy

03/12/2011- 2/17/2013

VForge, Lakewood - *Machine Operator*

- Worked on high speed machine equipment and precision machinery used in mass production.
- Prepared machine for production process by equipping it with the required tools and parts.
- Assured the constant availability of raw materials and inputs so that the machine could function at all times.
- Quality – Made sure the products manufactured from the machine were of high quality; made adjustments to improve the quality when possible.
- Worked overtime to complete the production requirement of the clients.

10/25/2005- 3/10/2011

Alonzo Janitorial, Westminster, Colorado- *Floor Specialist*

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures
- Clean windows, glass partitions, and mirrors using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and equipment.
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors.
- Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.
- Clean chimneys, flues, and connecting pipes, using power and hand tools.
- Clean laboratory equipment, such as glassware and metal instruments, using solvents, brushes, rags, and power cleaning equipment.
- Drive vehicles required to perform or travel to cleaning work, including vans, industrial trucks, or industrial vacuum cleaners.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Mow and trim lawns and shrubbery, using mowers and hand and power trimmers, and clear debris from grounds.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow melting chemicals.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.

Education

4/15/16- present

Art Institute of Colorado, Denver, Colorado -*Bachelor Degree in Audio Production*

Awards

Janitorial Certificate, Cherry Picker Certified, Reach Certified