

# Tomas Montes

Arvada, CO

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Authorized to work in the US for any employer

## Work Experience

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### **Inventory Specialist**

Ball Aerospace and Technologies Corp - Boulder, CO

September 2020 to Present

- Maintain inventory in an organized fashion
- Fill shop orders for customer
- Handling of SSD parts / Clean parts / Measuring cable and sleeving
- Material Transfers
- Perform inventory counts and identifying issues with part quantities

### **Order Selector**

Swire Coca-Cola - Stapleton, CO, US

September 2019 to September 2020

- Build pallet according to pick path; without damaging any product
- Keep a consistent pace to maximize production
- Practice good house-keeping, to ensure that there were no tripping hazards or any potential hazards in general
- Re-coup any salvage product and organize accordingly

### **Order Selector / Forklift Operator / Loader**

Shamrock Foods Company - Denver, CO

May 2016 to June 2019

- Select orders using SAE equipment (finger scanner & printer)
- Build pallet according to pick path; without damaging any product
- Replenish product in slot and stack pallets according to color
- Keep area clear of plastic and cardboard
- Load trucks starting with last stop to first stop

### **Picker / Packer**

El Dorado Trading Company - Broomfield, CO

January 2016 to April 2016

Picking / Packing Orders

- Picked orders using RF scanner
- Maintained a consistent work pace and focused on accuracy
- Packed orders according to company specifications

## **Forklift Operator / Order Selector**

Border States Electric - Commerce City, CO

July 2015 to December 2015

- Picked and staged orders throughout each day
  - Used forklifts to pick most orders, materials being picked were of the industrial type (concrete slabs, spools of wire, 20' PVC)
  - Palatalize orders according to customer specifications and location
- Chemicals Mixing

## **Chemical Technician**

Wavefront Technologies - Paramount, CA

May 2013 to February 2015

Paramount, CA

May 2013 to February 2015

- Monitor product quality to ensure compliance to standards and specifications
- Prepare chemical solutions for products and processes following standardized formulas. Roughly around 5 to 6 drums per day (55 gal.)
- Take care of smaller sized mixes of different types for drum making, QC lab, and Metalizing
- Safely dispose of all hazardous waste
- Stocking & inventory of all chemicals for mixing area
- Track and record chemicals being used
- Test weight of coated film being produced
- Data entry for drum processing, coat weights, and downtime

Receiving / Customer Service

## **Shipping and Receiving**

TE Connectivity - Menlo Park, CA

January 2012 to March 2013

- Tend to customers on a daily basis; my department was an on-site store for parts & supplies
- Receiving required close attention to detail due to the numerous amount and variety of parts that we stocked for maintenance
- We handled multiple gases such as Argon; Nitrogen; Liquid Nitrogen; Helium; Propane
- We handled a variety of chemicals as well; solvents; cleaners; lubricants for machines
- Cycle counts daily
- Condense isles when needed, getting rid of empty boxes; facing product

Maintenance

## **Receiving / Inventory / Forklift Operator**

Marvell Semiconductor - Santa Clara, CA

January 2011 to November 2011

Santa Clara, CA

January 2011 to November 2011

Facilities & Maintenance

- Meeting Set Ups - Every week had a minimum of 10 set-ups, which consisted of two styles  
Classroom & Auditorium
- P/M's - Walked an area, and reported anything that needed attention

- Cubical Reconfigurations - Any changes that were requested by user, at times completely breaking down entire cubicles
- Cubical Moves - Move users belongings from one location to another
- New Hires - Prep cubicle; issue supplies; keys for cabinets; etc.
- Lighting - Most of the buildings were T5's and CFL's
- Ballast - Programmable & plug and play

Receiving / Inventory / Forklift Operator

### **Warehouse Associate**

Aero Port Services - El Segundo, CA

April 2008 to August 2010

Receiving / Inventory Control

- Perform warehouse tasks for a major importing airline
- Loaded and unloaded pallets from aircraft to warehouse floor
- Sorted and palletized outgoing freight to be shipped
- Operated forklift and ETV to organize merchandise for multiple flights
- Maintained a break down report of product for shift
- Perform warehouse inventory reconciliation
- Load outgoing freight

### **Shipping / Receiving / Order Selector**

Arlington Industries - Rancho Dominguez, CA

September 2004 to November 2007

Shipping / Receiving

- Worked in a warehouse environment, picking and packing orders
- Operated forklift
- Picked and packed customer orders according to purchase order specifications
- Approved and finalized outgoing shipments
- Allocated and reconciled warehouse inventory by customer
- Organized customer orders
- Maintained will call window and report
- Input new merchandise details into database

## Education

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### **High School Diploma**

Fallbrook High School - Fallbrook, CA

June 2001

## Skills

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- Pallet jack
- Forklift
- Data entry

- Inventory control
- Customer service
- RF Scanner
- Facilities Maintenance
- Order Picking
- Shipping & Receiving
- Freight Experience
- Order Picker
- Load & Unload
- Materials Handling
- Warehouse Experience
- Supply Chain
- Reach Truck
- Packaging

## Certifications and Licenses

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### **Forklift Certification**

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