

COVER LETTER

Tyler Martinez

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37867 CR 37, Eaton co, 80615

Dear hiring manager, I have herewith attached my resume in hopes that I can become and active part of a growing and secure working future.

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OBJECTIVE

Enthusiastic Production supervisor, able to establish positive work environments and respond effectively to customers needs. I am seeking a position as an active employee, involving responsibility and working with others as a team to achieve growth for the company.

KEY QUALIFICATIONS

Data entry, Prophet 21 knowledgeable, Confined Space Trained, Lean Management familiar, Microsoft Office, Xcel, Word, 5-S and STOP Safety trained. CPR certified, classes 5,7 and stand up Forklift certified. Sub-Arc Weld Certified, Mobile and overhead crane certified.

WORK EXPERIENCE

Quikrete

Customer service Rep./Dispatch back up

July 2019 to current

I am currently a Bulk order customer service representative. I handle to orders for multiple construction customers. I do everything in my power to listen, research and execute a customers order to ensure they get the right product they are looking for and delivered as quickly as possible. With this I have also gotten to try my hand at dispatching the trucks that carry these loads out.

Quikrete

Production Manager

July 2015 to July 2019

Capable of running a 15-20 man crew, while maintaining the safest production possible in multiple areas. Very adamant on maintaining as little down time as possible, and always trying to keep crew busy during such times with cleaning, organizing warehouse, preparing other products that can be, ect... Always trying to maintain the best moral for my team to reduce turn over and encourage a more productive work day to reduce on overall overtime.

DXP Enterprises

Shipping and Receiving Lead

February 2014 to July 2015

Responsibilities: Accurately fill orders: prepared, wrapped, weighed, and loaded items for shipping according to packing slips. Supervised loading and unloading of goods, ensuring that merchandise was handled with care and placed correctly in warehouse. Able to ship high volumes, and often oversized loads daily; following all procedures and laws and kept accurate records. Monitored inventory paperwork and cycle counts to maintain proper warehouse inventory. Accomplishments: An Adaptable and flexible multi-tasking personality, able to keep organization in shop inventory. Allowing for much easier order pulling and inventory counts. Adamant on maintaining a proper and safe working environment to properly ensure the least amount of lost time possible. Skills Used: Used multiple computer systems to verify and allocate all incoming inventory. Able to process invoicing, freight forwarding, and packing slips while

resolving a wide arrange of problems including missing merchandise, delivery cancellations, damaged merchandise, incomplete deliveries, etc. .

DXP Enterprises

Welder and Assembler

April 2013 to February 2014

Responsibilities: Assembled machinery and electrical parts on Large pump houses used in various fields of Oil, Gas, and Air.

Accomplishments: Continually maintaining the highest standards for our customers, making sure they received a quality product for which they had purchased. Able to maintain positive work moral and leadership allowing me to accelerate and be cross trained in multiple areas of the shop.

Northwest Pipe Company

Crane/Steel Mill Operator

July 2005 to January 2013

Worked in a steel Mill that produced large diameter steel pipe. I started as solo grounds cleaner but eventually got cross trained in many areas including running the steel mill, multiple other machines and forklifts and cranes and office work as well, Data Entry, Inventory and processing,

EDUCATION

REFERENCE
