

Jamie Valdez

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QUALIFICATIONS

- Experience working with a wide variety of people
- Strong organizational skills
- Self-disciplined
- Dependable and conscientious
- Supervised over twenty personnel
- Experience with Microsoft Office Programs
- A dedicated team player
- Able to operate a forklift and pallet jack

WORK HISTORY

- 2013-present Shipping/Receiving, AIA Industries, Denver, Colorado.
I currently help assemble orders and prepare goods for shipment, record shipment data, pick-up and deliver products to our customers, communicate with the customers daily, sort, organize and mark items in the warehouse.
- 2009-2013 Production Lead, Checkers Industrial Safety Products, Broomfield, Colorado.
Oversee the production process, prepare and maintain production reports, organize and schedule work assignments, making sure the products are produced on time and are of good quality, supervising and motivating a team of workers, reviewing worker performance, identifying training needs, keep workers informed of changes and new procedures.
- 2005-2009 Shipping/Receiving, Cuestix International, Lafayette, Colorado.
This position required me to accurately process orders (UPS/USPS), packaging the items for final shipping, unloading merchandise, stocking shelves, assist with inventory procedures and maintain records of received goods.
- 2001-2004 TM3 (Naval Torpedo Man 3rd Class):
4/2001-8/2003, served aboard the USS Thach (FFG-43),
9/2003-11/2004, served aboard the USS Reagan (CV9-76).
This position required maintaining and repairing torpedo-launching systems. Ensured the safe stowage of weapons; tested equipment; maintained equipment work logs and torpedo record books. Performed preventative maintenance tasks (installing and removing torpedo explorer mechanisms, checked weapons storage, cooling, ventilating, sprinkler and alarm systems).

EDUCATION AND SPECIALIZED TRAINING

- 12/2002-08/2003 Operation Iraqi Freedom
04/2001-09/2001 Operation Enduring Freedom
April, 2001 Security Military Training