

# Victor Melendez

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4861 Highwood Lane, Lake in the Hills, IL 60156

## PROFESSIONAL SUMMARY

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PROFESSIONAL Determined with strong skills and extensive retail experience and loss prevention SUMMARY skills as well. Along with few years of warehouse experience I'm also usually a quick learner and eager to always learn and move up in any industry I work for.

## SKILLS

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- Forklift, picker packer, warehouse receiving
- Erp shipping
- Inventory loss prevention specialist
- Janitorial
- Associate scanners
- Forklift lead in department
- Packaging
- Quick learner
- Closing scanning
- Jack lift manager on duty when needed
- Radio

## EXPERIENCE

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### Janitorial Matience

McHenry County College – Crystal Lake, IL | March 2019 - Current

I am responsible for maintaining and cleaning certain areas of the school everyday such as Classrooms, hallways, offices. I also have experience on a few cleaning machines as well as sit down machines and various of cleaning products. I have worked events at the school, I work alone overnights at the school once a week. I have experience in stripping and waxing floors.

### Receiving Clerk

Swiss Automation Inc – Barrington, IL | October 2018 - March 2019

- Maintained accurate records in [Software], including materials weights, bill amounts and identified variances.
- Double-checked cargo inventories and documentation for accuracy.
- Drafted and managed work and shipping orders, bills of lading and shipping route materials for accurate and compliant record keeping.
- Reviewed order data on basis to verify transactions and shipping dates.
- ordered and responsible for all the oil/solvent being ordered for company for machines that ran on oil and machinist who needed solvent.
- ordered all shipping boxes and trays for entire company keeping all ups/materials records not only in the system but also in a filling system we had in the office.
- maintained receiving dock cleaned and organized and mopped daily to company standards.
- signed for all incoming trucks and unloaded when necessary using jacks or forklifts worked receiving

department alone.

### **Fulfillment Associate**

Target – Algonquin, IL | September 2018 - October 2018

- responsible for packaging orders before they are shipped to customers used RF scanners and pick sheets to accurately locate and pick items in warehouse consistently print and place labels on packages to prepare for shipment visually inspect all items before approved to be shipped to customers.

### **Production Associate**

Synergy Flavors – Wauconda, IL | March 2017 - October 2017

- Responsible for the final packaging of powder, liquid, and dry powder flavorings for the food and beverage industry Palletized, sealed, and labeled all finished products to be prepared for shipment Certified to operate all of the company's power warehouse equipment, including sit-down forklift's Utilized Radio-Frequency scanners and worked closely with the company's ERP Inventory System.

### **Warehouse Associate**

Bensenville, IL | January 2015 - March 2017

- Responsible for scanning and checking in all incoming and outgoing freight on a daily basis Utilized Radio-Frequency scanners to track and maintain all inventory Assisted dock workers with unloading shipments when necessary Signed off on, and conducted all necessary receiving paperwork Operated pallet jacks to transport skids throughout warehouse Placed tags on each of the trucks after closing them out Delegated tasks to a team of four warehouse workers.

### **Stockroom Lead**

Schaumburg, IL | October 2011 - November 2014

- Managed a stock team of ten warehouse employees Delegated the unloading of daily merchandise from incoming freight and onto conveyor lines Ensured all incoming products met company standards and reported any non-conforming products Responsible for sizing and floor organization throughout the entire department store.

LABORER ACME FINISHING – Elk Grove Village, IL | June 2008 - September 2011

- Responsible for hanging parts on a conveyor line to be cleaned and painted Dried each part after it was painted, packaged, and correctly labeled it for shipping Picked and packed products to be prepared for shipment.

## **EDUCATION**

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### **Diploma**

Crystal Lake South High School | January 2006

McHenry County College