

Gilberto Reyna

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OBJECTIVE:

Seeking a full-time position with an opportunity to utilize my multitasking abilities and advance within the company.

EXPERIENCE:

10/09-PRESENT **Heartland Service, Inc.** Elgin, IL.

Parts Room Specialist / Shipping Clerk

- Picked & packed all merchandise on the purchase order.
- Shipped materials with UPS World ship & Fed EX shipping computerized system.
- Performed all receiving duties including stocking shelves, recycling of old stock, and cycle counting in parts room.

11/08-09/09 **Kitagawa Northtech, Inc.** Schaumburg, IL.

Lead Warehouse Assistant

- Picked and packed all materials specified by sales orders.
- Responsible for all shipping duties domestic and international.

- Used computer software such as UPS World ship, Fed Ex International, and also shipped with several LTL trucking companies.
- Received all materials coming in and routed product to the proper locations in the warehouse.

12/04- 10/08 **Yamada America, Inc.** Arlington Heights, IL.

Shipping, Receiving

- Prepared all shipments; for air, ocean, & ground export.
- Prepared all necessary documents; such as bill of lading, NAFTA, and SED forms.
- Scheduled & set pricing by retrieving rate quotes online and by phone.
- Kept track of all overflow and fast moving stock items by spreadsheet.
- Made weekly cycle counts of inventory for purchasing department.

05/98-12/04 **Dial Tool Ind. & Mfg.** Addison, IL.

Delivery Driver, Receiving/Inventory Clerk

- Made all deliveries and pick-ups.
- I performed all receiving & inventory duties for all materials coming into the facility.

ADDITION SKILLS:

Forklift operations (sit-down & stand-up), PC (Microsoft Windows Office), UPS World ship, FED EX Shipping, Visual Manufacturing software, AST

EDUCATION: December 1995 **Willowbrook H.S. H.S.** / **GED** Villa Park, IL.

