

RICHARD F VALLEJOS

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Professional Summary

Skilled shipping team leader well-versed in warehouse operations, shipping and logistics. Exceptional organization skills and strong attention to detail. Reliable and hardworking warehouse operator committed to getting each job done as quickly, efficiently and safely as possible.

Experience

Freezer stand up forklift operator/ order puller

■ AUG 2013 - MAY 2014

Colorado Premium ■ 5140 Race Ct, Denver Co 80216

- Ensured timely response in picking and packing of reorders.
- Followed company procedures to maintain work environment in a neat and orderly condition.
- Promoted shop safety by working in a safe manner.
- Set up station by receiving picking and packing order and gathering packing materials.
- Safe and efficient operation of stand up forklift.
- Picked orders from inventory locations.

Shipping Lead

■ APR 2010 - May 2013

Mountain City Meat. CO ■ 5905 E 42nd Ave, Denver CO 80216

- Accurately read, understood, and carried out written instructions.
- Attended monthly safety meetings to ensure machine operation safety.
- Ensured timely response in picking and packing of reorders.
- Followed company procedures to maintain work environment in a neat and orderly condition.
- Prepared and administered preventative maintenance work orders.
- Promoted shop safety by working in a safe manner.
- Read work orders to prepare for machine setup.
- Set up station by receiving picking and packing order and gathering packing materials.
- Supported technicians in equipment maintenance and repair.
- Collaborated with warehouse crew to ensure smooth work flow and efficient organization operations.
- Safe and efficient operation of forklifts, scanners and pallet jack.
- Followed standards and procedures to maintain safe work environment.
- Maintained compliance with company standards to perform all maintenance activities.
- Informed supervisors when machines needed major service.
- Performed routine preventive maintenance to ensure that building systems operated efficiently.
- Picked orders from inventory locations.

Skills

- Extensive experience with forklifts, scanners and pallet jack
- Warehouse experience
- Fast learner
- Shop math
- Strong initiative
- Strong team player
- Supervisory experience