**Summary**

With over three years of warehouse experience, and almost five years of office administration and writing/editing, I am both equipped and capable of thriving in almost any environment. I excel when challenged with new tasks, and go above and beyond to surpass the standards set to me by myself, and my employers. I am extremely well organized and diligent to complete my work on time. I work well under pressure and demands, and always try to provide myself and my colleagues with a fast, but friendly work place. I utilize strong and effective communication skills to both manage and reach required deadlines. I enjoy working with people, and feel that my qualities are amplified when servicing another. My skills and abilities although important, are miniscule when compared to my desire to help others; which stems from my personal beliefs.

**Highlights**

|  |  |
| --- | --- |
| * Certified, and experienced with sit and stand forklift. | * Strong interpersonal and communication skills. |
| * Ability to prioritize and manage projects independently. | * Experience with pallet jacks and stand up forklifts |
| * Proficient knowledge of Microsoft Word and Power Point. | * Initiative and willingness to take on leadership roles. |
| * Leadership qualities. | * Strong in computer literacy. |
| * Extensive knowledge of warehouse operations. | * Excellent people skills |
| * Novice understanding of Modern Marketing Tactics. | * Can type up to, but not limited to 35 words per minute. |
| * Can operate and use RF Scanner. |  |

**Experience**

Infinite Quest Corporation August 2010-Current

**Corporate Wordsmith**

Rancho Cucamonga, California

* Write/Edit Corporate advertisements.
* Write/Edit Corporate letters.
* Write/Edit Corporate documents.
* Write/Edit Public Relations announcements.
* Make phone calls to potential and existing investors regarding any questions they might have about the company, or products; speak with them about any concerns they might have or changes they would like to make to the contracts.
* Assist the investors in solving any problems they might be having; in many occasions it was helping them reach my colleagues or helping them navigate various company websites.
* Schedule appointments/meetings for potential and existing investors, and company associates.
* Prepare company presentations, using PowerPoint and other Microsoft programs.
* Speak with potential clients, in the hope of them investing in our company.

HD Supply December 2014 to March 2015

**Warehouse Associate**

Corona, California

* Receive and pull specific orders at a fast pace in time for customer to receive their order.
* Operate both sit down and stand up reach forklift.
* Use RF Scanner in the process of pulling from, moving, and restocking inventory.
* Assist customers in the loading and unloading of inventory.
* Maintain warehouse presentation including but not limited to, sweeping, reorganizing, taking out the trash, etc.

Glacier Water September 2014 to November 2014

**Facility Tech**

Corona, California

* Use Forklift for a multitude of tasks including, but not limited to, transferring cages full of carbon tanks, Refilling Container with carbon, emptying the used carbon, restocking warehouse with pallets containing inventory, loading cages containing carbon tanks onto service trucks, etc.
* Transfer rinse and maintain carbon tanks.
* Take apart and replace membranes with new casing.
* Use filtration system to clean out and increase production of membrane required to clean the water used in the glacier water vending machines.
* Restock warehouse with new inventory.
* Clean and maintain facility; including, but not limited to, bathrooms, work stations, and break areas, etc.

United Parcel Service June 2011 to August 2014

**Package Handler**

Ontario, California

* *Loader*: load packages weighing up to, but not limited to, 70lbs at a fast but steady pace.
* Knowledge of a multitude of labels, zip codes, Hazmat/warning labels, addresses, etc.
* Strategically load packages using the “T format” so to make sure the loaded walls were secure and could be easily unloaded.
* Operate equipment used to send packages into trailers.
* Required to load at times up to, but limited to three trailers at a time; each receiving large amounts of shipments.
* *Pick-Off*: Receive, sort through and send over 1,000 packages, to at least six destinations.
* Knowledge of a large amount of labels, zip codes, addresses, trailer numbers, addresses, etc.
* Experienced with Shepherd’s hook, Extendo’s, pallet jack, stand up forklift.

**Education**

**Etiwanda High School** 2006

General Education

**High School Diploma**

Etiwanda, California USA

**Chaffey College**  2010

General Education

Rancho Cucamonga, California USA

**References available on request**