

Frank Guevara

SRM Clerk (Shipping, Receiving and Mail)

Campbell, CA 95008

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(408) 991-2523

To obtain a secure position with a company where my increasing knowledge in warehouse management and customer service skills will serve as an asset as well as utilized with in the team.

Work Experience

SRM Clerk (Shipping, Receiving and Mail)

Apple Inc - Cupertino, CA

September 2014 to December 2018

Responsibilities:

- Unload incoming deliveries from UPS and FedEx
- Organized packages for proper delivery zones
- Entered Packages into the system using file maker to prepare them for deliveries
- Answered phone calls and helped customers retrieve their packages
- Handled secure shipments and their proper packaging, safe delivery and pick up
- Delivery Route, which included but not limited to:
 - safely operating all work vehicles
 - loading / unloading of packages and mail to the right zones
 - problem-solving packages making sure they were delivered properly and in a timely manner
- Operate and Drive 26 Ft. truck for morning and afternoon deliveries
- Responsible for Company Store Product deliveries which include:
 - Load and unload product
 - Assist in Scheduling deliveries which at times results coming in before start time and or leaving after day end
 - Assure proper manpower was assigned to bigger deliveries
- HOT SHOT Driver for time sensitive material(s)

Shipping and Receiving / Job Prep.

West Coast Designz

April 2013 to August 2014

Responsibilities:

- Unload trucks with delivered product
- Layout materials for job orders
- Prepare proper count of materials needed for each job order
- Unpack job materials and properly repack completed jobs

SRM Clerk (Shipping, Receiving and Mail)

Apple Inc - Cupertino, CA

November 2011 to November 2012

Responsibilities:

- Unload incoming deliveries from UPS and FedEx
- Organized packages for proper delivery zones
- Entered Packages into the system using file maker to prepare them for deliveries
- Answered phone calls and helped customers retrieve their packages
- Handled secure shipments and their proper packaging, safe delivery and pick up
 - Delivery Route, which included but not limited to safely operating all work vehicles, loading / unloading of packages and mail to the right zones, problem-solving packages making sure they were delivered properly and in a timely manner.

Receiving Clerk

Parts Channel - Union City, CA

April 2010 to May 2011

Responsibilities:

- Managed incoming freight containing various car parts
- In charge of all merchandise incoming and outgoing using ENZO computer system
- Run routine Inventory Cycle Counts
- Organize warehouse inventory
- Pulled work orders and prepared them for shipment

Printing Press Apprentice

Medius Inc

November 2005 to April 2008

Responsibilities:

- Prepared 4 color Heidelberg 720 printing press daily
- Loaded and unload ink trays
- Pulled press plates for each print job
- Double check all points on machine to make sure press was ready for Press Operator
- Cleaned Press Machine Daily

Printing Press Apprentice

Medius Inc - Milpitas, CA

February 2005 to April 2008

Medius Inc

February 2005 to November 2005

Responsibilities:

- Run the collating, binding and staple machine
- Industrial folder and cutters
- Boxed finished product and prepared for outgoing shipments
- Helped shipping department when short staffed

Education

High school or equivalent

Skills

box truck (Less than 1 year), Cherry picker (Less than 1 year), Customer Service (Less than 1 year), FedEx (5 years), UPS (5 years)

Additional Information

Skills:

- Multi-tasked
- Customer Service
- Extremely quick learner
- Cherry picker /pallet jack
- Forklift Certified stand-up/sit down
- Operate box truck and delivery vehicles
- UPS and FedEx Tracking Systems
- Works well under pressure
- Honest and Dependable
- File maker software
- Bear Tracks software
- TZ Locker System