**Michael Valencia**

**Fremont, CA**

[**mvalencia11061984@gmail.com**](mailto:mvalencia11061984@gmail.com)

**(510) 634-4809**

Resourceful and quick-thinking warehouse with over 10 years in warehouse and inventory.

Improves shipping and receiving efficiency and accuracy by applying strong leadership skills. Bringing extensive experience in high-volume warehouse operations, including logistics, distribution and inventory. Trained in warehouse safety standards and procedures. Skilled well-versed in warehouse operations,shipping and receiving. Exceptional organizational skills and strong attention to detail. Reliable and hardworking warehouse operator committed to getting each job done as quickly, efficiently and safely as possible. Extensive experience operating reach truck, slip truck, order picker and electric pallet jack.

**EDUCATION**

# High School Diploma

Washington High School Fremont,CA 2004

**WORK EXPERIENCE**

# Warehouse Worker

**Bedrosians Tile & Stone**

**Hayward,CA November 2014 to Present**

Operated forklifts and other heavy machinery safely.

Picked up incoming stock and delivered materials to designated locations.

Stacked and stored pallets at the end of the shift to keep warehouse clean and organized. Stocked, staged and transported goods.

Verified computations against physical count of stock.

Provided an elevated customer experience to generate a loyal clientèle. Routinely answered customer questions regarding merchandise and pricing.

# Order Selector

**Airgas Store Hayward,CA**

**May 2009 to November 2014**

Selected products from specific locations based upon customer orders. Safely operated all warehouse equipment, including forklifts and pallet jacks.

Entered information regarding each package into the company computer system. Packed products according to company specifications.

Organized aisles so forklift operators could move freely through the warehouse. Utilized an RF scanner to pick items to the proper bins.

Unloaded trucks as soon as they arrived with deliveries.

Loaded and unloaded pieces into boxes for shipment.

Maximized sales by shipping on time and accurately.

Received, stored and shipped goods and materials.

Stocked, staged and transported goods.

# Warehouse Worker

**Macy's Warehouse**

**Union City,CA January 2005 to March 2009**

Moved levers and controls that operate lifting devices, such as forklifts, lift beams and swivel- hooks,

hoists, and elevating platforms, to load, unload, transport, and stack material Loaded and unloaded pieces into boxes for shipment.

Picked up incoming stock and delivered materials to designated locations. Stocked, staged and transported goods.

Stacked and stored pallets at the end of the shift to keep warehouse clean and organized. Coordinated with freight forwarders to expedite international shipments.

**SKILLS**

SHIPPING (5 years), SHIPPING AND RECEIVING, FORKLIFT (5 years), MATERIAL HANDLING, UPS

**ADDITIONAL INFORMATION**

Skills

Certified Forklift Operator Material handling Quality inspection Inventory management Deadline-driven Palletizer knowledge

Hard working and self-motivated Organized Deadline-driven Material inventory skill Shipping and receiving OSHA standards

FedEx/UPS/ DHL -ground and international Proficient in MS Office freight shipping knowledge

Exceptional communication skills