

TIMOTHY ZELAYA

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Profile

Objective: Highly motivated warehouse associate seeking to assist with inventory, receivables and shipping as well as maintenance.

Key Skills

Communication: writes clearly and concisely, speaks effectively, listens attentively, openly expresses ideas, negotiates/resolves differences, leads group discussions, provides feedback, persuades others, provides well-thought out solutions, gathers appropriate information, confidently speaks in public

Interpersonal Skills: works well with others, sensitive, supportive, motivates others, counsels, cooperates, delegates effectively, represents others, understands feelings, self-confident, accepts responsibility

Research and Planning: forecasts/predicts, creates ideas, identifies problems, meets goals, identifies resources, gathers information, solves problems, defines needs, analyzes issues, develops strategies, assesses situations

Organizational Skills: handles details, coordinates tasks, punctual, manages projects effectively, meets deadlines, sets goals, keeps control over budget, plans and arranges activities, multi-tasks

Education: graduated from high school, basic Microsoft skills, artistic.

Education (GPA: 3.5)

2009 to 2012 Crenshaw High School (Los Angeles, CA)

Work Experience

United States Postal Service, Pasadena Ca.

Seasonal

Material handler (warehouse)

December 2012 to February 2013

- ✓ Received orders and unloaded packages from the truck and stored them properly in the warehouse using a t-stacking method in a container.
- ✓ Maintain a clean work environment, and kept tools and equipment used for unloading and loading goods in their assigned places
- ✓ Held responsibility for quality control of products and goods stored in warehouse and made sure that there were not damaged.
- ✓ Documented the inventory control system in the computer placed in the warehouse using scanners and barcodes readers

Temp to Hire, Carson Ca.

Seasonal

Material Handler (warehouse)

March 2013 to current

- ✓ Walk warehouse for entire shifts to pick merchandise according to paperwork.
- ✓ Tagged incoming merchandise with warehouse identification.
- ✓ Place unloaded merchandise on correct shelf location.
- ✓ Use radio frequency equipment to track all merchandise.
- ✓ Adhere to pick sheets and schedules to select items for shipment.
- ✓ Prepare items for shipment by boxing and padding correctly.

References

Willing to provide more upon request