

CARLOS VERA

Seeking a forklift position at your company utilizing my knowledge and strengths I've gained over the years.

Willing to face new challenges so that I may gain knowledge and experience.

I do my best to keep my work immaculate, as well as keeping close attention to detail

WORK EXPERIENCE

AAA EXPERIENCE: **FORKLIFT OPERATOR**

- Move a high number of cars for the sale (average 55 vehicles)
- Organize the drop by separating VIC and regular check ins
- Assist with sale pick ups
- Rearranging the yard for more inventory space
- Always careful and watching surroundings

Claims Service Representative Level 1/ Estimator

- Process valuations and write estimates on vehicles
- Assisting the manager with the sale check for accuracy on damages
- Do a high amount of check ins

OFF OF FORKLIFT

- Assist others as needed
- Keeping areas clean
- Arrange our carts and tools for better access
- Always finding ways to make the yard optimal
- Clean up high-end vehicles to maximize revenue
- Prep cars to shorten time to check in for the 20 pointers
- Tuck in airbags/making the seats visible during check ins

POTTERY MFG

- Processed sales and payments.
- Packaged merchandise and assisted customers in loading when needed.
- Addressed customer concerns and issued refunds.
- Assisted with inventory management activities.
- Stocked shelves.
- Operated forklift and unloaded pallets from freight trucks.
- Pulled orders and packed in pallets.
- Kept area clean for customers.
- Photoshopped for company's catalogs

SKILLS

- Learn and adapt quickly
- Work well with others
- Organized
- Compassionate
- Over achiever
- Bilingual (English/Spanish)

EDUCATION

High school Diploma
Carson High School and City of
Angels
March 2018

CONTACT

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Carlos Vera

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It is a pleasure to write to you in regard to applying for a position as a forklift operator at your company. I have extensive work experience in retail, which gives me the ability to work with many different people. I am a dependable person who works hard and is willing to learn new skills from others. I pay attention to detail and eager to face new opportunities and challenges. I am well liked by others and feel I can make a great fit to your team.

I am used to working in a fast-paced environment. I am often faced with taking on tasks that do not relate to my job description and find myself going above and beyond with my employer and our customers. This has taught me to adapt to certain situations, which has made me realize that I am able to accomplish tasks that I am not familiar with.

Thank you for taking the time to consider me and I look forward to hearing from you soon.

Regards,

Carlos Vera