

JENNIFER VALDEZ

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EXPERIENCE

Non-Inventory Receiver

AMAZON.COM, INC. - FRESNO, CA NOVEMBER 2020 – PRESENT

- Support outbound business operations by working with other Non-Inventory Receivers and Site Procurement Manager to administer the flow of non-inventory goods including MRO supplies, corrugate, safety equipment, and tools
- PIT rider operation, off load and accurately put away non-inventory goods, stage product in work areas, organization of packaging supplies
- Check in or receive orders for Non-Inventory, deliver vendor orders to departments within the facility and work alongside vendors who are dropping off materials pertaining to the facility
- Receive goods into Coupa system (data entry), research missing non-inventory shipments, assist with payment inquiries from A/P, and file keeping as necessary
- Conduct daily and weekly or end of month cycle counts of non-inventory consumables onsite, so that correct quantities can be placed and ordered
- Work on area organization to keep a clean and safe work space to prevent any safety hazards and ease the flow of daily tasks
- Delegate daily tasks and work flow for a team of 5-10 associates
- Train, mentor and motivate members on our team

Material Handler

AMAZON.COM, INC. - FRESNO, CA JULY 2019 – NOVEMBER 2020

- Staged go carts, corrugate pallets in appropriate staging areas
- Certified/ licensed on electric pallet jack and fork lift
- Ability to stand/walk for up to 10-12 hours
- Maintained a clean and safe work space

Graphic Support Agent – Team Lead

ZAZZLE INC, REDWOOD CITY, CA JUNE 2012 – OCTOBER 2018

- Oversaw any issues that the graphic support team encountered on a daily basis
- Trained seasonal hires on internal software, fix process, and day to day tasks, including design programs
- Responsible for providing high quality images and design solutions to all Zazzle platforms
- Assisted production departments with any design work
- Resolved basic image and design issues, such as (photo editing, color corrections/ matching, image restoration, text cropping)
- Prepared files for outside vendors to be easily printed
- Set up designs for silk screen printing

PROFILE

Experienced graphic designer with a history of working in a small print shop setting as well as a growing company based in ecommerce. Currently working full-time as an Inventory Receiver at an Amazon fulfillment center.

CERTIFICATIONS

GTDR | EPJ
Forklift | Clamp

EDUCATION

Clovis Community College,
Fresno, CA
Associate in Science Degree
Small Business Management
Expected Graduation Date: 2027

The Art Institute of
California– San Francisco,
San Francisco, CA
Bachelor of Science
Graphic Design
June 2011

SKILLS

Conversational in American
Sign Language and Spanish

Mac and PC
Office | Excel | Outlook
Publisher | Indesign
Illustrator | Photoshop