



Alexei Villanueva

Shipping and Receiving Operator, Grain Handling

☎ (563) 555-1847 ✉ alexei.villanueva@example.com

🌐 linkedin.com/example/alexeivillanueva 📍 Davenport, IA 52803

STRENGTHS

- 🚚 **Receiving Coordination**
Kept truck and rail movements organized by checking load details first. Coworkers relied on clear records during busy receiving periods.
- ⚙️ **Equipment Awareness**
Routine rounds helped spot vibration, plugging, and leakage early. That habit gave operators time to respond before flow suffered.
- ✅ **Quality Focus**
Collected process samples and reviewed results against specifications. When readings shifted, operating action followed without delay.
- ♥️ **Safety Judgment**
Reported hazards around dusty and elevated areas, then sought assistance when needed. Safe work stayed part of each decision.
- 👥 **Team Reliability**
Shared practical updates with operations and maintenance partners. Small, timely conversations kept work moving during unusual conditions.

SKILLS

Shipping and Receiving

Grain Handling

Truck and Rail Loading

Production Operations

Processing Equipment

QA Sampling and Testing

Equipment Inspections

Operating Parameter Records

Preventive Maintenance

SUMMARY

Shipping and receiving operator with four years of experience supporting **grain handling**, bulk **material movement**, **production operations**, and process equipment in agricultural processing environments. Coordinates truck and rail activity, verifies load information, maintains traceable records, and operates conveyors and related machinery under production requirements. Monitors operating conditions, records process parameters, performs QA sampling, reviews results, and makes permitted adjustments when product flow or quality changes. Completes **preventive maintenance** support, sanitation, housekeeping, hazard reporting, and safe material handling around dusty, noisy, elevated, and outdoor work areas. Applies confined space, fall protection, respiratory, hearing, and general plant safety practices. Comfortable working independently on rotating schedules, climbing ladders, standing for extended periods, and lifting materials up to 50 pounds. Ready to contribute practical operating judgment and dependable coordination in a processing facility.

EXPERIENCE

Shipping and Receiving Operator, Grain Handling

Riverbend Grain Logistics 📅 October 2024 - Present 📍 Davenport, IA

Supports daily grain receiving and shipping across truck and rail interfaces. Operates conveyors and processing equipment, monitors flow and quality, maintains records, performs sampling, and coordinates maintenance or safety responses during rotating plant operations.

- Coordinated truck and rail grain movements, verifying loads and maintaining traceable **receiving** records.
- Operated conveyors and processing equipment, keeping product flow aligned with quality and **throughput** requirements.
- Inspected transfer points, recorded **operating parameters**, and adjusted equipment within authorized operating limits.
- Collected process samples, reviewed **QA results**, and escalated deviations through established plant procedures.
- Completed sanitation, **housekeeping**, tool inspections, and preventive maintenance around receiving and transfer areas.
- Reported hazards and coordinated **corrective maintenance** support when equipment conditions required additional assistance.

Production Operations Technician, Bulk Processing

Heartland Bulk Processing 📅 October 2022 - September 2024 📍 Muscatine, IA

Supported bulk agricultural processing through **equipment operation**, material transfer, production records, safety rounds, sanitation, and maintenance preparation. Worked with experienced operators to identify hazards, address abnormal conditions, and sustain safe production flow across rotating assignments.

- Ran assigned machinery and monitored **material movement**, maintaining accurate production and quality shift records.
- Loaded **trucks** and rail equipment, connecting transfer systems before authorized movement began.
- Completed equipment rounds, identifying vibration, plugging, leakage, and housekeeping concerns before disruptions occurred.
- Used **manual and automated tools** for adjustments and maintenance preparation during rotating production assignments.
- Performed **shoveling**, sweeping, lifting, and cleanup while applying required personal **protective equipment**.
- Completed safety training, reported hazards, and coordinated responses that restored safe operating conditions.

Corrective Maintenance Support

Housekeeping and Sanitation

Material Handling

Safety Procedures

Confined Space Awareness

Fall Protection

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Shipping and Receiving Operator, Grain Handling at Riverbend Grain Logistics (2 Years)
- Production Operations Technician, Bulk Processing at Heartland Bulk Processing (1.9 Years)

PROJECTS

Rail Transfer Process Review 2024

Reviewed rail transfer steps, equipment checks, and documentation practices. Identified practical opportunities for safer handoffs and clearer operating records.

Receiving Area Sanitation Program 2023

Supported a recurring sanitation review for receiving areas. Mapped cleanup tasks, access points, and housekeeping checks for safer daily operations.

LEADERSHIP & AWARDS

- Recognized by operations peers for dependable coordination during truck and rail receiving activity.
- Selected as a reliable operator for equipment rounds, hazard reporting, and safe material movement.
- Supported team leadership by helping newer operators follow sanitation, safety, and recordkeeping practices.

EDUCATION

High School Diploma

Davenport Central High School GPA: 3.0 2022 Davenport, IA

Coursework: Industrial safety, mathematics, workplace communication, equipment operations

CERTIFICATIONS

- OSHA 10 Hour General Industry 2023
- Confined Space Awareness Training 2024
- Fall Protection and Respiratory Protection Training 2024

TECHNICAL SKILLS

- **Material Transfer Equipment:** Conveyors, grain elevators, transfer systems
- **Loading Operations:** Truck loading, rail loading, trailer unloading
- **Receiving Documentation:** Load verification, shipping records, receiving records
- **Process Monitoring:** Operating parameters, flow checks, equipment rounds
- **Quality Assurance:** Process sampling, QA testing, specification review
- **Maintenance Support:** Preventive maintenance, corrective maintenance, tool inspections
- **Safety Training:** OSHA 10, hazard reporting, safety procedures
- **Personal Protective Equipment:** Respirators, hard hats, eye protection
- **Workplace Access Safety:** Confined spaces, fall protection, ladder climbing
- **Plant Sanitation:** Housekeeping, sweeping, shoveling

PROFESSIONAL AFFILIATIONS

- Collaborated with grain logistics and production operations teams across truck and rail interfaces.
- Worked closely with maintenance partners to report equipment concerns and coordinate corrective support.
- Participated in plant safety and operational training with experienced operators and supervisors.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST