

Alexander Villanueva

Warehouse Assistant

📞 (210) 555-6724 ✉ alexander.villanueva@example.com

🌐 linkedin.com/example/alexandervillanueva 📍 San Antonio, TX 78216

STRENGTHS

- ♥ **Inventory judgment**
Low stock reviews became timely replenishment requests, and technicians found needed repair parts ready for scheduled work.
- ✓ **Receiving accuracy**
Shipment checks caught quantity differences before shelving. A quiet verification step kept records and storage locations dependable.
- 🚧 **Safe material handling**
Heavy loads moved with steady attention to lifting and storage practices. Clean aisles made daily movement easier.
- 📅 **Fleet recordkeeping**
Maintenance and inspection updates gave shop staff a current view of service needs, even during busy periods.
- 👥 **Flexible coordination**
When delivery timing shifted, vendor calls and local pickups kept assignments moving without losing documentation.

SKILLS

- Inventory Control
- Warehouse Operations
- Fleet Inventory
- Maintenance Scheduling
- Inspection Records
- Repair Schedules
- Vendor Coordination
- Purchasing Support Receiving
- Stocking and Restocking
- Material Handling
- OSHA Warehouse Safety

SUMMARY

Warehouse and fleet support professional with four years of experience controlling parts inventory, receiving vendor shipments, coordinating replenishment, and supporting vehicle maintenance operations. Work includes stocking **repair parts**, verifying purchases, maintaining fleet inventory records, updating inspection and **repair schedules**, and moving materials safely in warehouse and outdoor settings. OSHA aligned practices guide loading, unloading, storage, aisle upkeep, and safe handling around equipment, vehicles, noise, heat, cold, and other workplace hazards. Computer based inventory records and office software support accurate documentation, purchasing activity, vendor communication, and schedule tracking. A valid **Texas Driver License** supports local material pickup and transport. Reliable written and **verbal communication**, confidentiality, organization, and time management keep changing assignments on schedule while repair teams receive needed supplies.

EXPERIENCE

Warehouse and Fleet Parts Assistant

Lone Star Transit Supply 📅 January 2024 - Present 📍 San Antonio, Texas

Supports vehicle service operations through parts **inventory control**, vendor receiving, purchasing coordination, fleet records, maintenance scheduling, safe material movement, and organized warehouse operations. Provides practical support for technicians and shop staff while preserving accurate operational documentation and confidential records.

- Reviewed repair parts inventory levels and prepared **replenishment** requests for scheduled **vehicle maintenance** work.
- Verified vendor deliveries against purchasing records, then stored accepted parts, supplies, and equipment correctly.
- Updated fleet inventory, inspection records, **maintenance schedules**, and repair schedules for current service visibility.
- Coordinated approved vendor purchases and completed local material pickups using a valid **Texas Driver License**.
- Loaded and unloaded heavy materials with OSHA aligned practices while keeping aisles clean and storage orderly.
- Recorded orders, receipts, stock movement, and schedules in inventory and **office software** securely.

Warehouse Associate

Hill Country Equipment Services 📅 October 2022 - December 2023 📍 New Braunfels, Texas

Supported parts room and warehouse operations for vehicle and equipment repairs through replenishment planning, receiving, inventory documentation, local transport preparation, safe **material handling**, and vendor coordination. Balanced changing priorities with maintenance deadlines and dependable communication.

- Stocked replacement components and monitored frequently used items for vehicle and equipment repair work.
- Matched incoming shipments with order documents and organized materials for quick maintenance team retrieval.
- Resolved inventory count differences through physical checks and clear computer based documentation.
- Prepared local transport loads and vendor pickups using secure handling practices across warehouse and outdoor settings.
- Maintained clean storage areas near moving mechanical equipment and changing environmental conditions.

Procurement Procedures

Time Management

Local Material Transport

LANGUAGES

English Native

Spanish Proficient

MY CAREER



- Warehouse and Fleet Parts Assistant at Lone Star Transit Supply (2.8 Years)
- Warehouse Associate at Hill Country Equipment Services (1.2 Years)
- Part Time Stockroom Assistant at Rio Vista Auto Parts Cooperative (11 Months)

- Coordinated task priorities with maintenance staff and **vendors**, meeting daily **receiving** and stocking deadlines.

Part Time Stockroom Assistant

Rio Vista Auto Parts Cooperative 📅 October 2021 - September 2022 📍 San Marcos, Texas

Supported a busy automotive stockroom through parts stocking, receiving checks, cycle counts, purchase documentation, pickup preparation, safe material movement, and organized shift closeout. Helped coworkers and **suppliers** resolve availability, backorder, and pickup timing questions.

- Stocked automotive **repair parts** in labeled locations, keeping frequently requested items accessible for coworkers.
- Checked incoming cartons against purchase documents and routed discrepancies for correction before shelving.
- Performed cycle counts and updated computer records supporting accurate reorder decisions for routine maintenance items.
- Prepared parts for pickup and internal movement using safe lifting techniques and clear staging areas.
- Organized shelves, **receiving** zones, and loading areas so following shifts could begin without misplaced materials.
- Communicated item availability, backorders, and pickup timing while balancing changing stockroom assignments.

PROJECTS

Fleet Parts Readiness Program 📅 2024

Created a practical recordkeeping approach for fleet parts, inspection schedules, repair schedules, and replenishment needs. Clear information helped maintenance staff identify upcoming work and keep vehicles supported.

Warehouse Storage Organization 📅 2023

Reorganized stock locations, receiving zones, and staging areas around retrieval needs and safe movement. Consistent placement supported cleaner aisles, easier counts, and steadier daily operations.

LEADERSHIP & AWARDS

- Recognized by maintenance coworkers for dependable parts support during changing repair priorities.
- Selected for trusted local material pickup responsibilities using a valid Texas Driver License.
- Commended for orderly storage areas, accurate receiving records, and consistent safe handling practices.

EDUCATION

High School Diploma

San Marcos High School 🎓 GPA: 4.0 📅 2021 📍 San Marcos, Texas

Coursework: English grammar, computer applications, workplace safety, business procedures

CERTIFICATIONS

- OSHA 10 Hour General Industry 📅 2023
- Valid Texas Driver License 📅 2026

TECHNICAL SKILLS

- **Inventory Systems:** Inventory records, cycle counts, reorder tracking
- **Warehouse Operations:** Receiving, stocking, restocking
- **Fleet Records:** Vehicle inventory, maintenance schedules, inspection schedules
- **Material Handling:** Loading, unloading, safe lifting
- **Safety Standards:** OSHA guidelines, hazard awareness, safe storage

- **Procurement Support:** Purchasing records, public sector procurement, vendor orders
- **Office Software:** Computer records, office software, data entry
- **Vendor Coordination:** Supplier communication, delivery verification, pickup coordination
- **Transportation Support:** Texas Driver License, local transport, load security
- **Documentation:** Written communication, verbal communication, confidential records

PROFESSIONAL AFFILIATIONS

- Fleet maintenance support contributor focused on accurate parts records and dependable service readiness.
- Warehouse operations participant committed to safe handling, clean storage, and practical vendor coordination.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST