

Elijah Nunez

Quality Control Coordinator, Produce

📞 757-555-4631 ✉️ elijah.nunez@example.com

🌐 linkedin.com/example/elijahnunez 📍 Norfolk, VA 23505

STRENGTHS

- ✔️ **Produce Quality**
Inspections became more consistent through clear checks for condition, dates, and shipping readiness. Supervisors valued dependable decisions.
- 📊 **Inventory Accuracy**
Daily counts and location checks helped clarify discrepancies. A simple recount often prevented a larger receiving issue.
- 🔥 **Loss Prevention**
Dump and salvage records turned spoilage findings into usable follow up. That habit kept product decisions visible.
- 👥 **Team Coordination**
Receiving and returns work depended on timely updates. Coworkers found clear handoffs made busy shifts easier.
- ♥️ **Safe Handling**
Forklift safe staging protected product and people during movement. Careful placement became part of every supervised task.

SKILLS

<u>Produce inspection</u>	
<u>Inventory counts</u>	<u>Product rotation</u>
<u>Date checks</u>	<u>Repacking</u>
<u>Returns evaluation</u>	
<u>Spoilage control</u>	
<u>Receiving coordination</u>	
<u>Inventory Control</u>	<u>Forklift safety</u>
<u>Warehouse operations</u>	
<u>Food distribution</u>	<u>Dump records</u>
<u>Salvage records</u>	
<u>Customer communication</u>	

SUMMARY

Early career **produce quality** professional with supervised warehouse experience supporting inspection, rotation, date checks, inventory counts, returns evaluation, repacking, spoilage control, and forklift safe staging. Practical work includes separating decayed, short dated, poor quality, and **non shippable items** before delivery, documenting dump and salvage activity, and maintaining accurate product counts. Experience includes coordinating with receiving, **inventory control**, returns personnel, supervisors, peers, customers, and vendors. Academic operations work strengthened case breakdown, receiving reconciliation, loss prevention, and organized recordkeeping. OSHA Forklift Operator Certification supports safe product movement in a **food distribution warehouse**. Dependable early shift attendance and clear communication support accurate daily decisions and consistent produce quality.

EDUCATION

Certificate in Supply Chain and Warehouse Operations

Tidewater Community College 🎓 GPA: 3.5 📅 2026 📍 Norfolk, VA

Coursework: *Inventory control, warehouse operations, produce handling, receiving reconciliation*

TECHNICAL SKILLS

- **Produce Quality Control:** Produce inspection, quality grading, shipping readiness
- **Inventory Management:** Inventory counts, location checks, stock reconciliation
- **Warehouse Operations:** Pick locations, case breakdown, product staging
- **Receiving Operations:** Cooler Receiving, receiving reconciliation, perishable coordination
- **Returns Processing:** Returns evaluation, product disposition, customer returns
- **Spoilage Control:** Date checks, decayed product removal, short dated control
- **Loss Prevention:** Dump records, salvage records, waste review
- **Material Handling:** Forklift safety, pallet movement, safe staging
- **Documentation Tools:** Checklists, inventory records, disposition notes
- **Communication Systems:** Customer communication, vendor communication, coworker updates

EXPERIENCE

Produce Quality Intern

Coastal Produce Cooperative 📅 May 2026 - Present 📍 Norfolk, VA

Supervised produce quality operations across inspection, rotation, inventory, returns, repacking, and forklift safe staging. Supported daily warehouse decisions through accurate records, clear communication, and timely escalation of product exceptions.

- Inspected **produce** and **pick locations**, removing decayed items before customer orders reached shipping.
- Recorded dump and **salvage activity** for Inventory Control using clear product counts and disposition notes.
- Repacked full cases into **smaller quantities**, improving availability for varied customer order sizes.
- Evaluated returned produce with Returns staff, separating acceptable items from **short dated** or damaged stock.
- Coordinated perishable items with **cooler Receiving**, supporting timely movement and accurate product placement.
- Counted inventory and checked dates, helping supervisors resolve location discrepancies before daily shipping.

LANGUAGES

English	Native
Spanish	Proficient

MY CAREER



- Produce Quality Intern at Coastal Produce Cooperative (4 Months)
- Warehouse Operations Intern at Student Lab (3 Months)

- Used forklift safe staging practices during supervised product movement, protecting produce and warehouse workflow.

Warehouse Operations Intern

Student Lab 📅 January 2026 - April 2026 📍 Norfolk, VA

Completed supervised food distribution simulations focused on produce inventory, **spoilage control**, case breakdown, receiving reconciliation, and loss prevention. Practiced organized documentation and clear coordination across warehouse workflows.

- Counted simulated produce inventory and reconciled receiving records, improving accuracy during daily **warehouse** exercises.
- Inspected product condition and dates, separating spoilage from shippable stock during supervised lab work.
- Documented dump and **salvage activity**, giving instructors a clear record of product disposition.
- Broke down full cases into **smaller quantities**, matching simulated demand with available inventory.
- Reviewed returned produce with assigned teammates, practicing consistent decisions for quality and usability.
- Applied rotation checks to **pick locations**, reducing risk of short dated product reaching orders.
- Communicated inventory exceptions to receiving and **inventory control** roles, supporting timely corrective action.

PROJECTS

Produce Loss Prevention Simulation 📅 April 2026

Created a supervised warehouse exercise linking produce inspection, date checks, spoilage control, dump records, salvage records, and inventory reconciliation. Work focused on practical decisions that protect product quality and reduce avoidable loss.

LEADERSHIP & AWARDS

- Dean's List, Spring 2026
- Student Operations Case Competition, Finalist, 2026
- Peer Mentor, Warehouse Operations Lab, 2026

CERTIFICATIONS

- OSHA Forklift Operator Certification 📅 2026
- Supply Chain and Warehouse Operations Certificate 📅 2026

PROFESSIONAL AFFILIATIONS

- Volunteer, Campus Food Recovery Program, 2026
- Student Participant, Warehouse Operations Lab, 2026

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST