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SUMMARY

- Organized Material Handler skilled in safely and efficiently moving materials in high-volume warehouse environments. Strong knowledge of inventory management and shipping and receiving procedures. Ambitious and hardworking with 8 years of industry experience.

Physically fit Laborer effective at completing difficult projects and tasks on schedule. Consistently follows through with all orders and instructions. Works well in a team setting.

Effective Material Handler displaying excellent leadership skills and an unfailing work ethic. Highly adept in all areas of warehouse operations, including shipping and receiving documentation.

Enthusiastic individual with superior skills in working in both team-based and independent capacities. Bringing strong work ethic and excellent organizational skills to any setting. Excited to begin new challenge with successful team.

Results-oriented Forklift Driver skilled in operating a wide range of warehouse equipment in a safe and efficient manner.

Enthusiastic equipment operations professional certified in forklifts. OSHA-trained and experienced in a range of settings.

SKILLS

- Inventory reporting
- BOL knowledge
- Production deadline management
- Sales
- Project organization
- Insurance billing
- Security systems
- Business operations
- MS Office
- CCTV
- RFI Scanners
- Stock allocation
- Loading and unloading protocols
- Power and hand tools
- Documentation ability
- Materials movement
- Machining and production standards
- Polishing work
- Equipment operation
- Hand and power tools
- Assembly procedures
- Social and digital media
- Preventive maintenance
- Tool repairs
- Equipment assembly
- Quality assurance standards
- Production positions
- Strategic account development and management

EXPERIENCE

03/2019 to 05/2020

Material Handler

Corbion – Tucker, GA

- Organized warehouse inventory in effective and efficient manner.
- Sorted cargo for accurate shipment to target locations, preventing unnecessary delays and promoting productivity.
- Palletized boxes for easy movement and shipment.
- Coordinated incoming and outgoing shipments and placement of materials to facilitate movement in accordance with scheduling requirements.
- Alerted purchasing team of shortages or damaged goods identified when unloading trucks.
- Developed storage and space utilization plans in accordance with regulations for specific commodities and equipment.
- Cleaned and removed debris from shipping and receiving sections to prevent accidents and keep areas clear.
- Protected company inventory with well-organized and secure storage areas.
- Packed merchandise into boxes and containers to prepare for safe shipment.
- Gained complete understanding of duties and job tasks for each shift, prioritizing those requiring immediate completion.
- Loaded completed orders on pallets according to delivery numbers.
- Inspected [Number] packages per shift to determine any product or package damage.
- Ordered and replaced warehouse supplies stock and hand tools.
- Attached documents, such as PO receipts, packing slips and bill of lading to outbound shipments.
- Assessed and produced bills of lading to set tariffs and shipping charges.
- Transported more than [Number] [Type] items between storage and production areas each day.
- Coordinated local, regional, national and global shipments through [Action] and [Action].
- Disposed of debris and hazardous materials properly to avoid contaminating [Type] and [Type] products.
- Managed a full range of warehousing activities including receiving, storing, selecting and shipping [Type] materials and equipment.
- Performed repair work on [Type] equipment, notifying [Type] department of issues requiring more extensive repairs.
- Recorded accurate unit quantities and entered data into inventory database to facilitate records maintenance.
- Moved [Type] and [Type] items using [Type] equipment safely to prevent accidents and mishaps.
- Used [Tool] and [Tool] to repair concrete areas, including unsafe curbs, gutters, sidewalks, driveways and roadways.
- Used picks and shovels to dig, spread and level dirt and gravel.
- Offered to assist [Job title] with [Type] duties during busy periods, which led to development of additional skills and improved productivity within warehouse.
- Cleared aisles, swept floors and reorganized inventory to keep warehouse neat and remove obstacles.
- Counted inventory stock each [Timeframe] and reported totals to [Job title] for auditing.
- Communicated with teammates and supervisors about potential hazards and other issues to resolve together.
- Responded to job-related inquiries from supervisor quickly and professionally and provided updates on anticipated task completion times.
- Used trowels of various sizes and shapes to level and clear away excess concrete.
- Directed warehouse team of [Number] associates in the management and processing of inventory.
- Operated overhead lifts to move [Type] and [Type] work materials.
- Built and disassembled scaffolds, bracing and barricades to assist in [Type] and [Type] construction activities.
- Prepared over [Number] concrete and plaster mixtures per [Timeframe] to cover surfaces.
- Prepared sites for concrete work by breaking up damaged concrete and leveling or contouring ground.
- Transported material to correct locations and documented inventory changes.
- Organized efficient daily work plans based on oral instructions and written directions to meet challenging objectives.
- Monitored production deadlines and inventory allocation.
- Received and assembled new equipment according to manufacturer instructions.
- Resolved conveyor system issues by clearing jams and blockages.
- Implemented plans for storage and arrangement of stock to determine warehouse configuration, setup, movement, rearrangement and traffic flow.
- Unloaded cargo with mechanized equipment to enable receipt of pre-ordered inventory.
- Managed warehouse staff to ensure top level productivity and shipment accuracy.
- Planned for [Type] and [Type] construction projects by analyzing width and length of areas.
- Braced, padded and supported shipments to prevent shifting and damage.
- Ensured accountability for property under command.
- Demonstrated knowledge of industry best practices and company protocols.
- Operated equipment with focus on safety and efficiency.
- Operated forklifts and pallet jacks to move, pick or put away products.
- Maintained [Type] and [Type] equipment using troubleshooting methods to keep functional for all shifts.
- Communicated with [Number] customers daily to convey information regarding shipping times, insurance and delivery costs.

09/2018 to 03/2019

Skilled Tradesman

University Of Arkansas – Marshall, TX

- Installed building structures such as windows, trim and cabinetry alone or with assistants to meet job deadlines.
- Planned work based on blueprints and individual project specifications.
- Worked effectively with clients to establish project scope and requirements, drafting and amending blueprints to reflect specifications.
- Applied paneling to ceilings or walls to complete decorations or absorb sound.
- Fabricated [Type], [Type] and [Type] structures using both raw and pre-constructed materials.
- Protected flooring installations by covering subfloors with [Type] material to prevent moisture buildup.
- Reviewed and analyzed blueprints and other technical drawings to establish full understanding of project requirements.
- Promoted team safety by keeping work areas free of hazards.
- Anchored and braced forms and other structures in place to complete precise joining and high-quality work.
- Cut, shaped and smoothed lumber and other materials using [Type] and [Type] tools.
- Shaped materials to exact measurements for job requirements using hand tools and power equipment.
- Conducted thorough inspections of project locations to identify code issues and initiate needed repairs or maintenance.
- Took accurate measurements to calculate size and amount of materials needed for project completion.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Collaborated with others to discuss new [Type] opportunities.
- Handled all delegated tasks, including [Task] and [Task].
- Performed custodial duties to maintain facility interior by shampooing carpets, washing walls, waxing and stripping floors and dusting furniture and fixtures.
- Maintained facility grounds by removing litter, mowing, trimming and treating grass areas.
- Oversaw inventory management of tools and supplies to keep necessary materials on hand and available for completion of projects.
- Implemented vehicle structure expertise to effectively remove and replace damaged components.
- Inspected electrical components to identify defects and hazards and to make necessary adjustments.
- Performed simple carpentry tasks, including installing shelves, hooks and closet rods to meet customer needs.
- Removed snow from ground during winter months to maintain clear and safe walkways and streets.
- Analyzed blueprints and schematics to finalize and perfect [Type] and [Type] projects.
- Disassembled [Type] and [Type] machinery and equipment to remove parts and make repairs.
- Fixed mechanical and [Type] malfunctions while delivering superior service to customers.
- Worked with accounts department to prepare final invoices for settlements with insurance company.
- Completed small to medium repairs, remodeling and [Type] home improvement projects.
- Liaised with customers to explain repairs and present estimates.
- Supervised all [Type] and [Type] projects successfully while efficiently completing [Type] and [Type] services.
- Re-sprayed damaged areas to match original finish, utilizing spray guns to paint small areas and spray booth to finish large surface areas.
- Trained [Number] new maintenance workers to perform repairs to lighting, heating and air conditioning units.
- Monitored building security and safety by locking doors after operating hours and checking electrical appliances to prevent safety hazards.
- Operated presses to realign structural components with various levels of damage.
- Used brushes, rollers, spray equipment and paint to paint variety of interior and exterior surfaces.
- Collected payments and answered questions from customers on work performed.
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- Changed HVAC filters and cleaned condensation drains to perform preventative maintenance on HVAC systems.

02/2014 to 09/2018

Agricultural Worker

Scentsy – Lexington, KY

- Installed, cleaned and maintained irrigation equipment to maximize functionality.
- Examined livestock for signs of injury and disease.
- Removed roots, rocks and debris from field in preparation for planting.
- Maintained accurate records for organic certification.
- Placed rodent bait around trees to decrease pests.
- Loaded and unloaded feed, chemicals and equipment from trucks.
- Mulched and fertilized crops to improve yield.
- Planted and watered seeds using hand watering and irrigation systems.
- Pruned plants in greenhouse [Number] times per week.
- Harvested and inspected crops by hand for quality purposes.
- Operated tractors and other farm equipment to plow fields, dig ditches and move trees.
- Picked fruits and vegetables on assigned plots and checked plants for signs of pest and disease.
- Recognized by management for providing exceptional customer service.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Delivered [Product or Service] to customer locations.
- Earned reputation for good attendance and hard work.
- Improved operations by working with team members and customers to find workable solutions.
- Utilized [Type of Software] to compile data gathered from various sources.
- Collaborated with others to discuss new [Type] opportunities.
- Created agendas and communication materials for team meetings.
- Achieved cost-savings by developing functional solutions to [Type] problems.
- Completed [Type] project resulting in [Result].
- Collaborated in development of [Type] procedures.
- Learned [Task] and [Task] to support office needs.
- Answered [Number] calls per [Timeframe] to answer customer questions.
- Handled all delegated tasks, including [Task] and [Task].
- Improved customer satisfaction by finding creative solutions to problems.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.
- Performed site evaluations, customer surveys and team audits.
- Maintained updated [Type] knowledge through [Task] and [Task].

09/2007 to 12/2009

Installer

R&D Industrial Insulation – City, STATE

- Satisfied customers with neat, efficient work and by consistently meeting planned deadlines.
- Layed loose insulation materials into areas such as attics and took care to achieve complete and even results.
- Worked effectively in different positions and at heights to lift rolls, reach spaces and place products.
- Installed high-quality fiberglass insulation in new constructions.
- Drove vehicle to job sites and organized supplies for crew members.
- Prepared insulation and other materials prior to beginning each project, placing focus on efficiency and waste reduction.
- Used blueprint knowledge to translate project requirements into shop drawings or written instructions to aid over [Number] crew members.
- Installed required materials in supportive frameworks, including furnace casings, rain gutters, pipes, tubes and downspouts.
- Trained [Number] technicians to consistently maintain and operate all equipment in safe and proper manner to avoid injuries.
- Demonstrated thorough understanding of and skill for insulation preparation and installations.
- Assembled and installed equipment such as ducts, control boxes, drainpipes and furnace casings.
- Maintained equipment, making repairs and modifications to extend life of such tools.
- Affixed insulation to exposed surfaces while working on scaffolding and ladders at heights up to [Number] feet.
- Repaired, removed or applied insulation on industrial and mechanical equipment including heat exchangers, tanks and pumps.
- Inspected components and assemblies to verify adherence to specifications and codes.
- Utilized fabricating equipment to cut, bend and straighten sheet metal for insulation projects.
- Contributed to project management duties, including assessing project scope and outlining requirements, leading to [Number]% increase in overall team productivity.
- Suggested improvements to safety protocols through new training initiatives, resulting in [Number]% reduction in incidents.
- Measured and marked dimensions of work materials and surfaces using various tools, including [Tool], [Tool] and [Tool].

EDUCATION AND TRAINING

08/2019

High School Diploma

Ozark Technical Community College - Springfield , MO

05/2008

Basic Apprenticeship : Machine Tool Technology

Lamar Area VoTech - Lamar , MO

- Completed continuing education in [Subject]
- Completed professional development in [Subject]
- Completed coursework in [Subject], [Subject] and [Subject]