

Antipas Zemba

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EDUCATION

Degree: Associate of Science in Computer Engineering Technology
Cincinnati State Technical and Community College, Cincinnati, OH
Graduation Year: December 2027

Highschool Diploma: Business Administration
Ecole Anuarite, Kinshasa, Democratic Republic of Congo
Graduation Year: September 2017

EXPERIENCE

Warehouse Supervisor: Brand Worthy Sugarcreek Packing Co, Fairfield, OH (Jun 2022 – Current)

- Coordinate and oversee daily shipping and receiving operations, including scheduling pickups and deliveries.
- Supervise forklift operators and production pullers to ensure efficient and accurate movement of inventory.
- Maintain detailed shipping and receiving logs; enter data into warehouse management systems and Excel spreadsheets.
- Perform clerical tasks such as creating shipment reports, updating inventory records, and managing internal communications.
- Respond to time-sensitive delivery issues and last-minute logistics changes using multiple software tools.
- Enforce compliance with safety procedures in all loading and unloading areas.
- Support administrative needs by handling correspondence, order paperwork, and filing systems.
- Communicate clearly with team members, departments, and external partners to ensure timely workflow.
- Ensure labeling accuracy and that all documentation matches physical shipments.
- Assist with special projects and additional warehouse tasks as needed.

Warehouse Team Lead: Brand Worthy Sugarcreek Packing Co, Fairfield, OH (Mars 2021 – Jun 2022)

- Assisted co-workers in picking pallets for loading and maintained a clean and organized warehouse.
- Maintained awareness of surroundings while operating the forklift to prevent collisions and ensure clear pathways.
- Adhering to instructions and safety procedures provided by the Warehouse Supervisor/Manager at all times.
- Followed all safety rules and procedures established by SugarCreek Packing Co.
- Completed other office and warehouse assigned duties and tasks as required.

Forklift Operator: Brand Worthy Sugarcreek Packing Co, Fairfield, OH (September 2020 – Mars 2021)

- Safely operated forklifts, ensuring the charging of batteries and proper functioning of safety devices.
- Maintained a clear path for forklift operations, ensuring the safety of other workers.
- Inspected trailers before loading/unloading to identify any hidden dangers and ensure sufficient space and equipment availability.
- Paid strict attention to detail while loading and unloading trailers, including verifying order numbers, counting cases, and adhering to shipment timing and order.

TECHNICAL SKILLS

Warehousing/ Management: SAP, Warehouse Operations, Supervision, Data Entry & Recordkeeping, Food Safety, Clerical Support & Administrative Tasks,

Microsoft Office: Windows, Excel, Outlook, PowerPoint, Visio

Database: MSSQL Server

Programming Languages: VB, .NET, Python

Languages: English, French, Lingala

REFERENCES

Ryan Boyle: Transportation and Warehouse Manager at Sugar-Creek Packing Co

Phone: 513-290-5165

Joseph Clark: Warehouse Supervisor at Sugar-Creek Packing Co

Phone: 513-362-0758