

JEFF CLARK

North Vancouver BC

Phone: 604-880-8795 Email: jeffclark1717@gmail.com

Credentials and Capabilities

- Computer Literate (Microsoft Office, HTML, CSS, Javascript, SQL)
- OFA Level 1
- WHMIS Certificate
- Rigging Certificate
- Telescopic Operator Licensed
- Forklift Licensed
- Boomlift & Platform lift Licensed
- Transportation of Dangerous Goods Certificate
- Experience in designing and implementing inventory management systems for local construction companies (Matcon Excavation, Acciona)
- Extensive knowledge of inventory keeping and construction materials

Employment

- **Materials Coordinator (Seaspan Shipyards - October 2021 to Current)**

Responsible for efficiently sourcing and supplying the required materials required for construction of ships being built in the shipyard. Proficient with material ordering, tracking and auditing.

- **Warehouse and Yard Supervisor (Acciona DBJV - January 2021 to September 2021)**

Oversaw operations of off-site storage for the North Shore Wastewater Treatment Plant project in North Vancouver BC. Communicated with vendors and suppliers to organize the transport and storage of construction materials and equipment required for the project. Created an inventory tracking system using Excel and SQL.

- **Stores and Yards Coordinator (Matcon Excavation and Shoring - January 2018 to January 2021)**

Employed daily tasks such as equipment tagging and tracking, distribution of equipment and supplies, and organizing labourers to clean and maintain equipment. Created and implemented the use of an inventory tracking system using Excel and SQL.

- **Warehouse Supervisor (EMCO Fire Protection - February 2016 to January 2018)**

Oversaw a team of between 8 and 12 material handlers. Was appointed our branches Health and Safety Advocate, and ensured all safety standards were met and reported to EMCOS safety team.

- **Material Handler (EMCO Plumbing - November 2013 to February 2016)**

Began a position with EMCO with the intention to learn new skills and move attain a sales or management position. I became familiar with bin-location, storage processes, inventory counting, shipping and receiving practices and many more day-to-day activities.

- **Bartender (The Burrard Public House - March 2012 to October 2013)**

Responsible for making cocktails and mixed drinks for customers. Employed the importance of customer service and making customers feel at-home. Changed kegs, cleaned taps, and used cash floats.

- **Liquor Store Assistant Manager (The Burrard Public House - November 2011 to March 2012)**

Assisted with scheduling, sales, product placement, restocking, and training new employees.

- **Bartender (Mission Springs - May 2010 to November 2011)**

Responsible for making cocktails and mixed drinks for customers. Learned the importance of customer service and making customers feel at-home. Changed kegs, cleaned taps, and learned how to use cash floats.

- **Labourer/Installer (Maguire Flooring - January 2009 to October 2013)**

I was responsible for removal and installation hardwood and laminate flooring, in various commercial and residential buildings.

References available upon request

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