**Marvin B. Davis, Jr.**

*Warehouse / Shipping / Receiving / Labor*

mdavis@wwrfresource.com 401 S. Emporia

**Message:** (316) 265-5211 Wichita, KS 67202

**Personal Statement**

* 10 years’ of shipping/receiving, custodial, and general labor experience; United States Army Veteran with Honorable Discharge.
* Possesses integrity, attention to detail, tolerance for high-levels of stress, and independence with regard to assignments and tasks.
* Highly creative individual capable of solving complex problems and integrating and developing exhibits and artistic displays.
* Performs general office duties such as: typing, operating office equipment, and sorting mail.

**Professional Skills**

*Warehouse*

* Shipping & Receiving
* Inventory Control
* Pick & Pack
* Labeling

*General Labor*

* Hand & Power Tools
* Material Handling
* Read Blueprints
* Install/Repair Drywall
* Clean Up & Demolition

*Maintenance & Custodial*

* Strip, Wax, Buff Floors
* Sweep, Mop, and Dust
* Refuse Collection/Removal
* Minor Repairs

**Professional Experience**

*Recreation Assistant* State of Kansas Lansing, KS October 2016-Present

* Organized and promoted recreation activities under the direction of Activities Specialist.
* Monitored condition of athletic equipment for repairs and/or replacement.
* Disinfected equipment and supplies to prevent the spread of disease.
* Managed the daily operations of recreational facilities; referee sports and other activities.

*General Laborer* Labor Ready Wichita, KS May 2013-September 2015

* Operated various hand and power tools to prepare job sites, dig trenches, and set braces.
* Read blueprints, measure and mark surfaces accordingly using tapes, edges, and squares.
* Fit and fasten drywall into position on wood or metal frames, using glue, nails, and screws.

*Kitchen Worker* State of Kansas Hutchinson, KS May 2011-January 2013

* Counted patrons entering cafeteria to maintain accurate count of meals served.
* Assisted with cleaning of dining hall: sanitize tables, sweep, mop, and remove trash.

*Administration Custodian* State of Kansas Larned, KS February 2010-May 2011

* Ensured all buildings and offices were in clean and orderly condition:
* Cleaned floors by stripping, waxing, and buffing with powered scrubbers and buffers.
* Washed walls, windows, and doors, removing rubbish as needed.

*Warehouse Worker* State of Kansas Ellsworth, KS 2009-2010

* Organized all materials according to the filing system in place.
* Located and removed material from files when requested.
* Controlled inventory counts and levels, reporting shortages to supervisors.
* Prepared end of month, quarterly, and annual inventory audits.

**Education**

* Computer Programming Certificate *Bryan Institute* Wichita, KS May 1990