# **Nathaniel D. Hayward**

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Shipping / Receiving / Inventory Control / Packaging / Janitorial / Assembly Line

SUMMARY OF QUALIFICATIONS

* 20+ years of continuous work history
* 7+ years in the shipping & receiving industry
* Extremely hard working and enjoys taking on new challenges
* Ambitious and energetic employee
* Fork-Lift certified on several different models
* Self-motivated and diligent worker
* Very punctual with a strong work ethic
* Great attention to detail
* Eager and willing to accept any and all overtime opportunities
* Comfortable working alone or in a team environment
* Familiar with inventory maintenance systems and barcoding procedures
* Excellent work safety history
* Packaging and shipping skills

WORK EXPERIENCE

* Premier Foods Service Cook/Utility Worker Wichita, KS 2016 – 2017
  + Cooked menu items using commercial ovens, fryers, grills and other equipment
  + Cleaned and sanitized all kitchen surfaces to ensure a safe working environment
  + Worked closely with other kitchen staff to maintain food cost and a quality product

* Heatron Assembler Leavenworth, KS 2016
* Assembled small heaters in a shop setting
* Performed quality control on outgoing product to ensure consistency
* Prepared finished products for shipment
* Worked closely with other assembly staff to meet quota goals
* Gear for Sports Shipping & Receiving Specialist Lenexa, KS 2008 – 2015
* Receive incoming product and unloaded semi-tractor trailers using a fork-lift
* Separate and scanned new inventory into the management system
* Packaged, palletized, checked and shipped finished products to customers
* Very familiar with Fedex and UPS shipping systems and procedures
* U.S. Government Janitor El Reno, OK 2003 – 2008
* Cleaned showers, sinks, toilets and other bathroom fixtures
* Buffed and waxed floors using high and low speed buffers
* Cleaned and vacuumed office areas
* Maintained cleaning supply par levels and inventory

EDUCATION & CERTIFICATIONS

* Green Bush Educational Building & Maintenance El Reno, OK 2005
  + Certification Completed