**Oliver Smith**

*Warehouse / Quality Control / Shipping / Industrial Sewing*

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401 S. Emporia, Wichita, KS 67202

**Profile Summary**

* Goal-oriented warehouse and production worker with 10+ years’ experience.
* Maintains a high level of attention to detail while finishing and packing products.
* Previously certified to operate forklifts in 2000.
* Communicates well with others, public and otherwise, at all levels.
* Can be depended on to solve problems and deliver quality results.

**Skill Profile**

* Industrial sewing
* Machine operator
* Packaging, shipping, and receiving
* Inventory management
* Forklift operator
* Light equipment operator
* Spreadsheet and word processing

**Professional Experience**

*Shipping & Receiving Handler* Hubco Hutchinson, KS 2016 – 2018

*Embroidery Operator* 2010 – 2012

* Organized sewing workload for multiple bag types of different shapes and sizes.
* Ensured finished products met quality standards through conformity and consistency to maintain customer satisfaction.
* Managed all inventory while packaging and shipping finished products.

*Warehouse Inventory Controller* KCI Hutchinson, KS 2013 – 2016

*Quality Control* 2008 – 2010

* Managed warehouse functions for 4 departments regarding shipping and receiving.
* Packaged and wrapped completed orders to ensure safe transport for fragile items.
* Evaluated inventory levels and notified management of supply needs.
* Kept accurate records of inventory, routine cycle counts and prepared reports as needed.
* Loaded and unloaded trucks with wrapped, palletized merchandise for distribution.

*Warehouse Clerk* Kansas Office Systems Hutchinson, KS 2006 – 2008

* Handled the receiving, stocking, distribution, and packing of office furniture.
* Served as a liaison between supervisor and shop workers for production needs.
* Supervised 3 other employees when management was occupied with other duties.
* Utilized Microsoft Office and X-Data to complete logs, reports, and other paperwork.
* Ensured quality control for 14 different styles of chairs.

**Certificates**

* Manufacturing Skills *Hutchinson Community College* 2009