

# Belinda Bedana

## **Return Specialist/ Material handler**

East York, ON

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4379897324

I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

## Work Experience

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### **Control panel assembly**

GDI Services - Markham, ON

June 2018 to Present

- Assist in reading and interpreting various electrical and layout schematics • Ensure quality of assembly and wiring of electrical control panels including design control circuits, layout back-plates, front panel cut-outs, properly identify wiring and other components, terminate wires in a neat, reliable and repeatable manner
- Ability to query electrical designs and practices to ensure quality standards and organizational policies are being followed
- Ensure overall safe operation of hand tools and small power tools
- Other duties as requested by the manager for manufacturing purposes
- Inspecting and Testing Control Panel making sure that products are produced on time and are of good quality
- Monitor products to ensure product and quality specifications are met

### **Return Specialist/ Material handler/Forklift Driver**

SCI Logistics

February 2007 to May 2018

- Performing picking, packing and shipping of cellular phones and accessories using RF Gun/As400 to enable fast delivery
- Doing cycle counts to achieve the exact number of materials
- Receive the delivery and enter into system for records
- Transfer stocks of materials from one bin to another
- Perform other general warehousing duties as assigned by Management
- Label and mark materials with identifying information and ensure that inventory cycle counts are properly managed
- Prepared shipping documents for products scheduled to ship (i.e., FedEx, UPS).
- Assists Custom service and communicated with client's inquiries , quickly respond , reporting commitment is met
- Maintain an organized and clean environment
- 2 years experience Driving Forklift
- Unloading materials and merchandise from incoming vehicles and stacking them to assigned places

### **Hostess/Waitress**

Air Canada Sodexo Maple Leaf Lodge

November 2005 to February 2007

Toronto Pearson Airport

- Stocked up supplies and foods in the storage room to maintain stocks on shelves
- Cleaned and mop the floor to ensure clean environment

## **Cleaning**

Hurley Corporation - Mississauga, ON

February 2002 to September 2005

Toronto pearson Airport

- Vacuuming, sweeping, and mopping floors of various types.
- Dusting ceilings, light fittings
- Scrubbing and sanitizing toilets
- Emptying trash cans

## **Packaging**

Toronto, ON

February 2001 to January 2002

- Sorted and packed breads for delivery
- Counted and packed breads to ensure accurate count is done

## **Education**

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Sir Sand Ford Fleming Academy - Toronto, ON

2003

## **Skills**

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- Forklift
- Shipping
- Picker Packer
- Packing
- Shipping Receiving
- Warehouse Associate

## **Additional Information**

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### **SKILLS SUMMARY**

- Thorough knowledge of MS Word, Excel, PowerPoint and the Internet
- Strong communication and interpersonal skills
- Team player with excellent interpersonal and communication skills
- Complete all work received and is always on time