

William Harris

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PROFESSIONAL SUMMARY

Result oriented warehouse associate with over 14 years experience in warehouse operations. Very versatile in forklift operation, with high attention to safety. Reliable and efficient employee that enjoys being challenged while striving to advance my skill set. Thrives in timeline driven environments, with the ability to set a high pace. Constant professional that requires little or no supervision. Promotes team work. Seemingly always looked to for leadership and direction.

WORK HISTORY

VistaPharm. Largo, FL

Warehouse Associate | 08/2018 - Current

- Shipped material and performed boxing, packing, labeling and preparation of any related documents.
- Recorded information, shortages and discrepancies in SAP system.
- Assembled and filled orders to be shipped to customers.
- Safely operated multiple types of forklifts.
- Utilized the FedEx shipping program to ship orders to customers.
- Strictly followed all SOPs to maintain an efficient, safe, and quality workflow.
- Kept myself up to date on all revisions to all SOPs.
- Practiced good manufacturing practices in good faith.

Delco Foods. Indianapolis, IN

Warehouse Associate | 02/2006 - 06/2018

- Picked products for specific routes according to pick sheets.
- Loaded products onto trailers for delivery.
- Kept bin locations replenished for order selectors.
- Overseen receiving dock.
- Quickly unloaded and received incoming products.
- Utilized RF scanning equipment in junction with WMS to properly receive all product into system.
- Separated and staged all product for put away.
- Operated several forklifts to safely unload trucks, select orders, and put away product.
- Worked in a freezer at -10 degrees.
- Maintained a high level of accuracy and speed in the selection of orders.
- Very versatile in all operations of the warehouse.
- Properly handled food products with proper preventive measures, to maintain quality.

SKILLS

- Versatile forklift operator
- Loading and unloading expert
- Great communicator
- Order picking and processing
- RF scanning
- Inventory management
- Pace setter
- Safety-oriented
- Great mathematical ability
- Quality assurance and control
- Team player
- Lifts up to 70 pounds
- Shipping and receiving expert
- Familiar with WMS
- Pallet arrangement expert
- Extremely efficient
- Energetic
- Creative

EDUCATION

Beech Grove High School
Beech Grove, IN

General Studies

Central Nine Career Center
Greenwood, IN
2005

GED: General Studies