ROLAND A. GIROUARD, JR.

181 Newington Avenue

Hartford, CT 06106

(860) 953-0427 (h), (860) 906-7434 (c)

rgirouard@yahoo.com

# OBJECTIVE

A reliable, customer-focused material handler seeking a warehouse position that is challenging and uses my skills to improve efficiency, profitability and customer service.

**EXPERIENCE**

**CDC Ambassador Savers, Manchester, CT May 2009 – Present**

Savers is an organization that provides customers with the best selection and shopping experience of any thrift store in the world.

* Receive, categorize and stock customer donations.
* Customer service; respond to customer questions and provide general assistance.
* Maintain check-out area
* General clean-up of retail floor and stockroom.

**Material Handler Hartford Direct, Berlin, CT 1996 – February 2009**

Hartford Direct is a marketing, mailing, and fulfillment distribution center. Clients include Birkenstock Shoes, Verizon Wireless, Danbury Mint and Guidepost.

* Received and dispatched materials such as envelopes, letter, brochures, and business reply envelopes for client mailings.
* Order pulling and sorting various materials for client mailings.
* Hand feed postal/mail handling and strapping machine.
* Counted material and inventory for mailings.
* Load and unload trailers of materials to be mailed.
* Experienced with various types of machines and equipment such as electric pallet jacks, bindery and hand trucks.
* Analyzed work orders to determine materials or containers to be moved.
* Load and unload materials onto or from trailers and conveyers.
* Sort and distribute materials and conveyors.
* Conveyed materials from storage or work sites to designated areas.
* Operated pallet jacks and stretch wrap machine; installed banding on pallets.
* Transported containers and pallets; operated pallet jacks and stretch wrap machine; install banding on pallets.
* Inspected, sorted and stocked mailbags and trays, sleeves and lids.
* Applied bar code label.
* Cross-trained in all departments.
* Received award for recognition of ten years of service in 2006.

## EDUCATION

* 2009 – Certificate in Basic Computer Literacy Skills, Capital Community College
* South Catholic High School, Hartford, Connecticut