|  |
| --- |
| Kentron Crosby |

|  |  |
| --- | --- |
| 979-329-1454  Lancaster, TX 75146 | [ktuck5.kt@gmail.com](mailto:ktuck5.kt@gmail.com) |

|  |  |
| --- | --- |
| Objective | A skilled team player, with an ability to convey thoughts in a clear and concise manner. An ability to prioritize and perform multiple tasks while maintaining quality standards and attention to detail |
| Skills & Abilities | Proficient in Excel, Microsoft office, Microsoft word and power point. Outstanding communication and leadership skills – To interact both with clients and cross-company workers. Problem analysis and problem solving. Organizational skills and customer service orientation. Adaptability and ability to work under pressure without supervision |
| Experience | June 2017 – Present Order Picker/Forklift Operator, William Sonoma Distribution Center   * Use of tracking to ensure correct orders are filled and also update inventory records * Label and separate merchandise before loading * Operate forklift (Pacer), to load and unload merchandise off the dock for deliveries or warehouse storing * Top Picker  January 2016-January 2017 Cherry Picker Operator,  Kohl’s e Fulfillment Warehouse   * Operated cherry picker to pick client-specific orders and used RF scanner to scan them. * Prepared, labeled, and stacked customer orders on pallets for delivery. * Checked and matched warehouse orders to their designated delivery sites. * Used and maintained various warehouse machines and vehicles, efficiently. * Counted, stocked and maintained warehouse inventories, properly and carefully. * Cleaned work-site, organized supplies and maintained warehouse premises   **June 2014-December 2015**  Material Handler, Atrium Windows and Doors Inc.   * Finding materials on shelves, wrapping and ensuring all were loaded onto trucks properly * Use of scanner to correctly fill orders. * Place unloaded merchandise on correct rack locations. * Routinely clean warehouse areas, trucks and equipment.   **March 2015- January 2016 (part time)**  Forklift Operator, Direct Labor   * Obtains copy of production schedule or shipping order and transports furniture or equipment to and from designated areas in the facility * Load and unload goods from vehicles such as trucks or aircraft * Move goods packed on pallets or in crates around the storage facility * Stack goods in the correct storage bays, following inventory control instructions * Check and make sure loads are secure * Stack empty pallets * Perform daily equipment checks such as recharging the truck’s battery and lubricating equipment * Remove machine attachments and waste material from machines * Examine products to verify conformance to quality standards * Dump materials into machine hoppers   **January 2010- March 2015**  House Keeping Lead, God’s Gift Cleaning Service   * Ensures all operational and safety procedures are properly followed. * Establishes schedule and plan daily work assignments. * Manages customer housekeeping problems; investigate complaints about cleaning service. * Inspects and approve staff work performance. * Ensures cleaning is done to contract specifications. * Manages & orders inventories of cleaning equipment and supplies. * Maintains department budget and manage cleaning expenses and produce reports on expenditures. * Provides training and coaching to both current and new employees and manage the number of hours employees work. * Arranges maintenance and repair of cleaning equipment (i.e. vacuum cleaners). * Undertakes necessary administration and paperwork. * Produces official order forms for equipment, uniform and materials. * Investigates and maintains a working knowledge of developments in cleaning equipment and materials. * Work toward continual improvement of the overall organization * Perform overall cleaning and sanitation of office buildings, including dusting, washing, vacuuming and polishing of walls, ceilings, woodwork, carpets and furniture according to checklist.   **October 2006-September 2009**  Line Cook, Mesquite Community Hospital   * Set up and stock stations with all necessary supplies * Prepare food for service (e.g. chopping vegetables, butchering meat, or preparing sauces) * Cook menu items in cooperation with the rest of the kitchen staff * Answer, report and follow executive or sous chef’s instructions * Clean up station and take care of leftover food * Stock inventory appropriately * Ensure that food comes out simultaneously, in high quality and in a timely fashion * Comply with nutrition and sanitation regulations and safety standards * Maintain a positive and professional approach with coworkers and customers * Provide the highest level of customer service at all times |
| Education | Dallas Can Academy Charter – Dallas, TX – Diploma June 2000  Forklift Certification- June 2017  Catch the Spirit Award- January 2018  Above and Beyond Award- December 2017, February-May 2018 |
| Professional Skills | **Expert level**: Critical Thinking, Time Management, Computers and Electronics, Inventory Management, Communication Skills, Product and Processing. |
|  |  |
| References | Reference Name Upon Request |