

Dylan House

23590 Pomelo Road
Corona, CA 92883
(951) 264-7622
TheDylanHouse@gmail.com

Highlights

- ✓ Microsoft Office (Word, Excel, PowerPoint)
- ✓ Adobe Photoshop
- ✓ Windows and Unix platforms
- ✓ PuTTY terminal emulator
- ✓ Software troubleshooting
- ✓ Shipping & receiving
- ✓ Picking, replenishment, put-away, staging
- ✓ Loading & unloading trailers
- ✓ Heavy equipment operation
- ✓ RF (Radio Frequency) scanner

Education

Bachelor of Science in Computer Science 06/2017 (Expected)
Riverside Community College – Riverside, CA

High School Diploma 06/2007
Santiago High School – Corona, CA

Leadership Experience

Chief Editor 01/2010 – Present

ValveTime.net – Online

- Coordinate articles and features that attract an audience of up to 300,000.
- Manage the website's social media platforms that have a combined total of over 48,000 subscribers.
- Direct a team of 5 content creators.

Work Experience

Distribution Center Associate and IT Support 02/2011 – 04/2012
The Home Depot – Mira Loma, CA

- Picked an average of 60 cartons per hour and 20 full-pallets per hour.
- Achieved an average picking accuracy of 100%.
- Performed pick location replenishment and stock put-away duties.
- Managed and repaired over 100 of the facility's Motorola 5090 & 9090 mobile computing devices.
- Assisted in annual inventory of the 1.3 million-square-foot stocking distribution center.
- Maintained a safe environment while operating an electric rider pallet truck, stand-up counterbalanced truck, and a narrow-aisle reach truck.

Distribution Center Associate 10/2010 – 01/2011
CEVA Logistics – Ontario, CA

- This was a temporary position for Microsoft's Xbox Kinect product launch and holiday sales event.
- Assisted in receiving cargo by removing from truck by hand, and also used manual equipment such as hand truck or pallet jack or similar manual hand tools.
- Assembled customer orders from stock and placed orders on pallets or shelves, and moved orders to packing station or shipping department.

Warehouse Associate 08/2007 – 07/2010
Alloy USA – Corona, CA

- Received orders and unloaded packages from the truck and stored them properly in the warehouse.
- Maintained accurate records of the materials received and transported out of the warehouse; submitted records to the senior manager.
- Conducted routine checks on arriving shipments against their bills of lading and invoices.
- Generated receipts for customers receiving goods as required legally.