

# Joe Harper

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## Objective

Seeking a position where I can utilize my experience and skills.

## Experience

### Stocking

*US Cold Storage (Refrigerated Storage & Logistics Services)*

Assist with shipping, receiving and stocking shelves, Filling orders for customers and loading onto trucks for delivery, using pallet jack and forklift. Power washing of floors, dry sweeping, cleaning of break room, bathroom and touch up painting.

### DATA ENTRY

*Hytec (Circuit Board repair & Logistic Services)*

Received copy machine boards for repair and input model # into system, inspect for damage and tag, sort by brand name and deliver to techs, prepare for shipping by weighing and input destination in postal machine, prepare checks and bills for delivery

### Production

*Spartan*

Preparing advertising banner's for shipping, paying attention to detail, working with laser printers, die cut, labeling, precision cutting, drummet machining/ Team player & leader

### SHIPPING & RECEIVING

*Mainstay (Processing & Distribution Services)*

Verifies and keeps records on incoming and outgoing shipments and prepares items for shipments: Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verifying info against bills of lading, invoices, orders, or other records. Affixes shipping labels for destinations

## Education

### Mid-Florida Tech

Forklift Certified

Industrial Distribution and Management Grad

OSHA Certified

Retail Management Certified (Brainbench)

9140367

National Professional Customer Service (NRF)

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### Diploma 1992

*Oak Ridge High School Orlando, FL*

*Los Angeles Community College (present)*

*Santa Monica Community College*

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