

# Matthew Nelson

Fremont, CA 94555

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510 491 5268

hard worker who is familiar with all aspects of logistics, shipping/ receiving, and general warehouse ops.

Authorized to work in the US for any employer

## Work Experience

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### **Assistant Manager**

Omega Moulding

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Hayward, CA

October 2015 to Present

- Unload, pick, stage and load products for shipping.
- Conducts daily, monthly, and yearly inventories of warehouse stock.
- RMA clerk, in charge of all returned merchandise.
- Oversees loading of trucks for daily routes.

### **Warehouse/ Construction Worker**

STAFFING NETWORK LLC

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Hayward, CA

January 2013 to September 2015

- Followed directions in order to time efficiently complete each task
- Transporting crews to and from job-site/ driving company vehicle daily
- Opening shop in the a.m.
- Demolition of structure (concrete, glass, drywall etc.)

### **Warehouse Associate**

Snelling Staffing

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San Leandro, CA

October 2011 to January 2013

- Loaded products weighing up to 90lbs on to trailers for delivery.
- Processed up to 50 shipments a day
- Cleaned and maintained the warehouse in compliance with OSHA.
- Unloaded cargo from truck with hand trucks, pallet jacks, and forklift
- Received, stored, and shipped goods and materials.
- Maximized sales by shipping on time and accurately.

## Education

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**GED**

San Francisco, CA

## Skills

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Forklift Operator, Truck Driving

## Additional Information

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**SKILLS INCLUDE:**

Safety-oriented, Valid California drivers' license, Multi-tasker, Packing and scanning orders, Strong communication skills, Forklift certified.