**Terrance Manning**

**Milwaukee, WI**

[**tmanning414@yahoo.com**](mailto:tmanning414@yahoo.com)

**414-676-4753**

WORK EXPERIENCE

**Material Handler/ Forklift Operator**

**Tj Hale**

**October 2017 to July 2018**

Unloading materials and merchandise from incoming vehicles and stacking them to assigned places.

Locating and moving stock of products to pallets or crates for storage or shipment.

Identifying damages and report shortages or quality deficiencies.

Transport raw materials to production workstations.

Keep updated records of inventory and activity logs

Help maintain a safe and orderly environment of the facilities.

Prepare the materials for shipping. They weigh, pack, and stamp them and choose the shipment method as according to shipping procedures, routes, and rates.

Perform vehicle inspection.

Utilize computerized or automated systems to accomplish tasks.

Load/ Unload trailers and trucks with forklift.

**Material Handler/Forklift Operator**

**Rockwell Automation**

**September 2016 to October 2017**

Unloading materials and merchandise from incoming vehicles and stacking them to assigned places.

Locating and moving stock of products to pallets or crates for storage or shipment.

Identifying damages and report shortages or quality deficiencies.

Transport raw materials to production workstations.

Keep updated records of inventory and activity logs

Help maintain a safe and orderly environment of the facilities.

Prepare the materials for shipping. They weigh, pack, and stamp them and choose the shipment method as according to shipping procedures, routes, and rates.

Perform vehicle inspection.

Utilize computerized or automated systems to accomplish tasks.

Provide on the job training to lower level employees and resolves problems utilizing knowledge of shipping/receiving/stock operations.

**Staff Management**

**March 2014 to August 2016**

Run and monitor machines that manufacture brand name household products.

Keep the correct material on hand.

Take measures for quality as directed by the client specifications.

Clean machines/parts

Fix issues that might occur during shift.

Set up machines

Maintain activity log.

Collect chips from various machines.

Operate chip compactor.

Place tools/parts on racks.

Sort parts.

General housekeeping to keep area clean.

Deliver or route materials to departments, using work devices, such as hand truck, conveyor, or sorting bins.

Assembling, addressing, stamping, and shipping merchandise or material.

Receiving, unpacking, verifying and recording incoming merchandise or material.

Arranging for the transportation of products.

Picking/Packing/Sorting product.

**Merchandising Specialist**

**Best Buy**

**March 2013 to February 2014**

Deliver or route materials to departments, using work devices, such as handtruck, conveyor, or sorting bins.

Load and unload trucks

Place special orders or call other stores to find desired items.

Prepare merchandise for purchase or rental.

Inventory stock and requisition new stock.

Assembling, addressing, stamping, and shipping merchandise or material.

Receiving, unpacking, verifying and recording incoming merchandise or material.

Arranging for the transportation of products.

Requisition and store shipping materials and supplies to maintain inventory of stock

Mark and store parts in stockrooms according to prearranged systems.

Demonstrate equipment to customers and explain functioning of equipment.

Place new merchandise on display.

Measure parts, using precision measuring instruments, in order to determine whether similar parts may be machined to required sizes.

Display building.

Greeting customers.

**Sales associate**

**Boston Store - Milwaukee, WI**

**September 2012 to February 2013**

Greet customers and ascertain what each customer wants or needs.

Describe merchandise and explain use, operation, and care of merchandise to customers.

Recommend, select, and help locate or obtain merchandise based on customer needs and desires.

Compute sales prices, total purchases and receive and process cash or credit payment.

Answer questions regarding the store and its merchandise.

Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.

Place special orders or call other stores to find desired items.

Prepare merchandise for purchase or rental.

Inventory stock and requisition new stock.

Ticket, arrange and display merchandise to promote sales.

Exchange merchandise for customers and accept returns.

Help customers try on or fit merchandise.

Bag or package purchases, and wrap gifts.

Deliver or route materials to departments, using work devices, such as handtruck, conveyor, or sorting bins.

**EDUCATION**

Business Management

Bryant & Stratton College

Milwaukee, WI

December 2011

High School Diploma

Riverside University High School - Milwaukee, WI June 2009

**SKILLS**

Reach Truck, Forklift Driver, Forklift, Reach, Warehouse Associate