**Wilburt Wilkins**

**Hayward, CA**

[**wilburtwilkins9@gmail.com**](mailto:wilburtwilkins9@gmail.com)

1. **708-1693**

**EDUCATION**

# General Education

Skyline College 1999 to 2001

# Diploma

Rites of Passage High School 1998

**WORK EXPERIENCE**

# Warehouse Lead/Driver

**Chrissa Imports-South San Francisco,CA**

**July 2018 to Present**

Assist the Warehouse Manager in the daily running of the warehouse; ensure the warehouse is organized at all times; pick/pull orders; load orders on to trucks; drive/deliver orders to customers; maintain relationships with vendors

# Warehouse Station Lead

**Stitch Fix,Inc South San Francisco,CA**

**January 2014 to April 2018**

Assisted in managing operational flow of the department by making the appropriate decisions to help the team succeed; supported the management team by meeting daily goals in all aspects of the Outbound operation; Led a team of 40+ people at a time; trained new-hires and gave affirmative feedback to associates and ensured they had what they needed to do their best; assisted other departments in the warehouse when needed; completed end of day reports; opened/closed warehouse; assisted in communicating team results and delegating tasks

# Security Guard

**Hillsdale Security San Mateo,CA**

**August 2009 to January 2010**

Served as a Security Guard for the shopping mall; wrote security reports; reported any suspicious behavior to Lead Supervisor.

# Lead Supervisor

# Target - Hayward, CA

# August 2006 to February 2008 Hayward, CA

Asset Protection-Security August 2006-February 2008

Served as a deterrent to crime and rule/policy violations by making continuous patrols of the property; wrote clear, concise and correct security reports including but not limited to Incident Reports, Accident Reports, Daily Security Logs and Arrest and Field Interview Reports; reported any suspicious behavior to Lead Supervisor.

# Sales Associate

**Footlocker San Francisco,CA**

**January 2005 to July 2006**

Demonstrated knowledge of store products and services and used this knowledge to build sales; worked cash register; labeled merchandise with security tags; kept the selling area, registers, fitting rooms, and stock area clean and well maintained; provided excellent customer service to all internal/external customers.

# Order Picker

**Home Depot San Mateo,CA**

**October 2000 to July 2003**

Worked in various departments including: Garden, Building Materials and Lumber Departments; picked and pulled

orders; forklift operation; shipping; receiving; loaded and unloaded trucks.

# Warehouse Worker

**Kintensu Warehouse Burlingame,CA**

**January 1998 to August 2000**

Performed general warehouse duties.

**SKILLS**

Team Lead, Forklift, Warehouse Associate, Shipping, Picking Packing

**ADDITIONAL INFORMATION**

Innovative team player with 10+ years of warehouse experience. Able to operate power equipment including: forklifts and pallet-jacks, excellent written and verbal communication skills, extraordinary Customer Service, able to multi-task, detail-oriented, and exceptional ability to work independently.