**Richard Charles Robinson**

**1678 Beaver Trail Drive**

**Cordova TN. 38016**

**(901) 315-5278**

**Email rock4838@gmail.com**

**Job Objective**: To secure a responsible and challenging position with a growth oriented company where my talent and knowledge will significantly contribute to the company's future growth and profitability.

**Experience**

**Fedex Freight ,** *part-time Memphis, TN.*

**Inventory Control Clerk dock**

**03/14-Present**

Responsibilities

* Perform freight handling using appropriate motorized and manual equipment, including but not limited to: forklift, pallet jack and hand truck.
* Verify documentation matches freight description (e.g. type, weight, hazardous materials), using current electronic or manual system.
* Secure freight inside trailers using appropriate tools and supplies (e.g. pallets, straps, rope).
* Recoup/repair damaged freight when necessary. Verify and complete required documentation and reports.
* Assist customers with freight and freight documentation as needed  
   Comply with all applicable laws/regulations, as well as company policies/procedures.

**Adecco -ATT-UVERSE**,*Memphis, TN.*

**Inventory Control Specialist**

**01/13-3/15**

Responsibilities:

* Planed layout of stockroom, warehouse, and other storage areas, considering turnover, size, weight, and related factors of items stored.
* Daily ongoing care and preservation of items received, stored, and shipped; methods and use of equipment in handling, storing, maintaining, and shipping stock; and related problems.
* Studied records and recommend remedial actions for reported non usable, slow moving, and excess stock perform cycle counts daily.
* Reviewed records for accuracy of information and compliance with established procedures, and determined adequacy of stock levels.
* Scheduled work for special and periodic inventories.
* Cont-

**RYDER ATT-UVERSE** *logistics Memphis, TN,*

**Inventory Control Manager**

**08/08 –12/12**

Responsibilities:

* Reviewed records for accuracy of information and compliance with established procedures, and to determine adequacy of stock levels.
* Schedules work for special and periodic inventories.
* Traced the history of items to determine reasons for discrepancies between inventory and stock control records and recommends remedial actions to resolve discrepancies
* Determined work procedures, prepares work schedules, and expedites workflow
* Issues written and oral instructions
* Assigns duties and examines work for exactness, neatness, and conformance to policies and ISO 9002 procedures.
* Studies and standardizes procedures to improve efficiency of subordinates
* Coordinate with other departments within the company

**BPI INC Memphis, TN**

**Inventory Control Specialist**

11**/03 –08/08**

Responsibilities:

* Managed production performance, 40 employees Order pullers, loaders and stockers, and safety requirements. Experience in ISO 9001:2000
* Ensured communication levels stayed open between all employees, management and staff, order pullers, loaders and stockers.
* Prioritized and recommended cost reductions where possible ability to become hands on if necessary. Developed training programs to increase efficiency
* Planned and coordinate production requirements with all department supervisors across all shifts.
* Process analysis – time and motion, workflow and resource flow.

**Education**

**Forrest City High School**, Forrest City, Arkansas

Graduation May 1986

Attended the **University of Arkansas at Pine Bluff**, Pine Bluff, AR.

Senior, Industrial Technology; Supply Chain Management.

A+ Certification course forklift certification 2015

## 2013 - Currently seeking online degree, Strayer University, Bachelor of Science in Information Technology, Concentration in Cyber Security Technology

**Skills**:

Operating DOS, 4-Dos, MS-Windows NT, OS/2, Win95, 98 ME, XP, WIN 7,WIN 8,WIN 10, 2000 Systems Network , SAP, WMS, FEDEX UPS Linksys Vantive, WMS Systems AS400 PEOPLESOFT, VISTA, EXCEL WORD, POWERPOINT, Oracle

References AVAILABLE UPON REQUEST