

RESUME 662

OBJECTIVE

Highly motivated, knowledgeable, and results-driven professional to secure a position with your company in *Warehouse, Shipping & Receiving, Production or other position as applicable*, utilizing my skills, formal training, expertise, certification, education, and experience

SUMMARY OF QUALIFICATIONS

- Over 4 years' experience in several positions in production/warehouse settings, assisting in the manufacturing and/or assembly of components, receiving shipments of raw materials, assembling components per specifications, repositioning items throughout warehouses, placing products on shelves and racks, and maintaining organizational systems
- Prepares / packages products for shipping including applying shrink-wrap and affixing address labels, moving palletized products to staging areas for shipping, and more
- Consistently meets and/or exceeds all daily quotas and objectives with an overriding focus on safety
- Trains new personnel upon supervisor requests, delegating work orders to ascertain comprehension of job duties and responsibilities, monitoring all work activities for quality, expediency, and safety, conducting performance evaluations, and consulting with upper management for employee status/progress reports
- Operates forklifts, pallet jacks, hand trucks, dollies and most hand, air, and power tools
- Performs inventory management utilizing handheld barcode scanners, uploading data to computer systems, and reporting surpluses and deficiencies to upper management
- Excellent communications, math, analytical, detail-oriented and problem-solving skills
- Multi-tasks efficiently, learns new systems quickly, and completes projects on time or ahead of critical deadlines
- Dependable, highly organized, follows directions precisely, and adapts to nearly any work setting
- Experienced using computers, Windows, MS Office, Internet research, and email
- Works well with little to no supervision and/or collaboratively in a team environment

PROFESSIONAL EXPERIENCE

09/21 – 05/22 *Shipping & Receiving*

Fairview Fittings, North Tonawanda, NY

- Loaded or unloaded materials from pallets, and skids, using lifting devices, such as pallet jacks and hand carts.
- Packed, sealed, labeled, affixed postage to prepare materials for shipping, using hand and power tools.
- Prepared documents, such as work orders, bills of lading, or shipping orders, to route materials.
- Reviewed orders for completeness and forwarded incomplete orders for further processing.
- Notified departments when supplies of specific items are low, or when orders would deplete available supplies.
- Moved stock to and from storage areas, loading docks, delivery vehicles, by hand or using trucks and jacks.
- Recorded numbers of units handled or moved, using daily production sheets or work tickets.

04/21 – 09/21 *Customer Service / Laundry Attendant*

The Laundry Lounge, Niagara Falls, NY

- Greeted customers and ascertain what each customer needs.
- Loaded articles into washers or dryers, and assisted other workers to perform loading.
- Sorted and counted articles removed from dryers, and fold, wrap, or hang them.
- Received and marked articles for laundry with identifying names, using hand or machine markers.

01/21 – 04/21 *Customer Service / Collections*

Transworld Systems, Niagara Falls, NY

- Received calls from and made up to 200 phone calls per day to individual's delinquent in their payments.
- Coordinated payment plan strategies with customers to restore favorable status with their loan.
- Conferred with customers to determine reasons for overdue payments and reviewed the terms of contracts.
- Arranged for debt repayment or establish repayment schedules, based on customers' financial situations.
- Recorded information about financial status of customers and status of collection efforts.
- Negotiated credit extensions when necessary.
- Completed contract forms, prepared change of address records, or issued service discontinuance orders.

02/20 – 05/20 **Bartender**

Poppy's Place, Niagara Falls, NY

- Provided outstanding customer service and personal services to patrons during their gambling experience.
- Served beverages to patrons; describing ingredients and process of making the drink.
- Checked with customers to ensure that they are enjoying their drinks and take action to correct any problems.
- Stocked refrigerating units with wines or bottled beer or replace empty beer kegs.
- Maintained adequate supplies of items, such as clean linens, silverware, glassware, dishes, or trays.
- Cleaned up spilled food or drink or broken dishes and remove empty bottles and trash.

08/17 – 02/18 **Cashier / Cook**

Matty Food Mart, North Tonawanda, NY

- Prepared a variety of foods, according to customers' orders, following approved procedures.
- Portioned and wrapped the food, or placed it directly on plates for service to patrons.
- Stored food in designated containers and storage areas to prevent spoilage.
- Placed food trays over food warmers for immediate service, or store them in refrigerated storage cabinets.
- Received and stored food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.

02/17 – 09/17 **Delivery Driver**

Marco's Pizza, Niagara Falls, NY

- Prepare foods, such as pizzas, subs, and sandwiches, following specific methods usually requiring short prep time.
- Wash, cut, and prepare foods designated for cooking.
- Clean food preparation areas, cooking surfaces, and utensils.
- Delivered orders to customers within time frame to ensure food arrives hot and ready to eat.

09/14 - 02/17 **General Labor**

ESC Select Inc., Buffalo, NY

- Started machines or equipment to begin production processes.
- Placed products in equipment or on work surfaces for further processing, inspecting, or wrapping.
- Transferred finished products, raw materials, tools, or equipment between storage and work areas of plants and warehouses, by hand or using hand trucks.
- Measured amounts of products, lengths of extruded articles, or weights of filled containers to ensure conformance to specifications.

EDUCATION, TRAINING & ACHIEVEMENTS

High School Equivalent

Erie1 BOCES, Buffalo, NY