

# Resume 711

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## Highlights of Skills

- *Experience in production work, shipping and receiving and stocking*
- Communicating directions, problem solving and managing conflict
- Responsible, hardworking, dependable, reliable
- Coordinating and prioritizing workloads
- Computer proficient including Microsoft Office

## EXPERIENCE:

### **Maintenance Mechanic**

*Farifield Inn & Suites, Niagara Falls, NY*

08/2021-08/2022

- Cleaning and maintaining common areas of the hotel such as lobbies and stairwells
- Replacing light bulbs and cleaning windowsills, baseboards, and door frames
- Certified mold and lead removal specialists.

### **Saw Operator**

*Express Employment Professionals, Buffalo, NY*

11/2018-01/2019

- Operated a saw to cut along guide lines, adjusted the machine feed and speed as needed
- Selected and installed blades on machines
- Verified dimensions of unfinished and finished products to ensure accuracy
- Positioned guides, stops, holding blocks and other fixtures to secure and direct work piece
- Ensure PPE safety equipment was worn and adhered to all safety guidelines and protocols

### **Shipping Coordinator**

*Muscle Tech, Buffalo, NY*

04/2018-06/2018

- Produced daily reports on shipments, team performance, and financial numbers
- Received, processed and restocked returns
- Supervised material flow, storage and global order fulfillment
- Checked documentation to establish priorities and assign tasks
- Directed warehouse team in stocking merchandise, pulling orders and setting up loads
- Forecasted manpower requirements based on daily workload and company targets
- Stacked and transported all overstock to storage areas

### **Overnight Stocker**

*Wal-Mart, Buffalo, NY*

09/2017-03/2018

- Attended to incoming trucks and used forklifts to move pallets to storage areas
- Gathered assigned merchandise and transported to store floor location using hand trucks
- Removed products from boxes and placed on shelves in an attractive manner according to layout guidelines
- Reset merchandise throughout assigned section to give shelves and racks a professional appeal
- Collaborated with customer service team members to give exceptional service throughout the store

### **Professional Mover**

*Professional Movers, Buffalo, NY*

05/2016-07/2017

- Managed up to 5 personnel spread across 2 teams
- Moved customer boxes to and from trucks using appropriate equipment and braces
- Left customer locations neat and clean by removing debris and excess materials
- Walked through customer sites with checklists to ensure job completion
- Kept up with changing operational and customer demands by continuously improving procedures
- Upheld quality and service standards when packing customer items into boxes
- Utilized traffic pattern, mapping knowledge as well as company requirements to plan routes accordingly
- Provided knowledgeable, speedy service and responded promptly to customer concerns

**Audio Engineer***Entertainment US Studios, Buffalo, NY*

02/2011-07/2015

- Recorded, edited and mixed instrumental and vocal tracks and minimized unwanted sounds
- Processed audio to meet quality standards and played music for live events
- Operated control consoles to regulate volume and sound quality
- Partnered with performers and producers to determine and create desired sounds for projects and events
- Constructed and operated audio recording systems, overseeing all troubleshooting to alleviate issues and performed equipment breakdowns following productions

**Door Salesman***Family Energy, Buffalo, NY*

02/2013-05/2014

- Listened to customers to understand their needs and offered optimal solutions
- Finalized paperwork in a timely and orderly manner
- Achieved or surpassed sales quotas by as much as 20% on a consistent basis
- Applied knowledge of consultative and relationship-driven sales techniques
- Completed all company insurance renewals including: property, Worker's Compensation, general liability and K&R documents

**EDUCATION AND TRAINING:****EPA/HUD Model Certified Lead Renovator**

2012

*Environmental Education Associates, Buffalo, NY***Pre-Apprenticeship in Construction, OSHA 10 Construction Training Program**

2012

*OutSource Center, Buffalo, NY***GED**

2008

*Erie County Community College, Buffalo, NY*