

# RESUME ID# 128

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## Objective

Highly-motivated, dedicated, and results-driven professional to secure a position with your company in **Manager, Supervisor, or other key position in Production, Assembly, Warehouse, Shipping & Receiving, as a Forklift Operator, or other position as applicable** utilizing my skills, training, and experience

## Summary of Qualifications

- Over 15 years' experience supervising up to 20 employees in both production, logistics, and warehouse settings, including for the shipping and distribution of computers and accessories to a wide range of customers throughout the United States as well as US government/military accounts, with destinations overseas, ensuring quality and adherence to strict deadlines schedules
- Proficient in most aspects of workforce development including training, setting pre-work initiatives, goals, and objectives, monitoring all work activities for quality, expediency, safety, conducting performance evaluations, implementing disciplinary measures, and terminations or consulting with upper management regarding termination recommendations
- Experienced retaining quality employees through sound Team Building concepts, excellent communications, and respected leadership skills
- Excellent organizational and motivational skills, guiding and directing individuals to maximize productivity and their own personal potential
- Utilized as a trusted, knowledgeable, and respected resource, the "go-to" professional, providing clarity of thought, sound judgment, and intelligent solutions to complex logistics or other issues, formulating achievable action plans when others cannot
- Over 20 years' experience in various Production, Shipping & Receiving, and/or Warehouse settings, consistently meeting and/or exceeding all daily quotas and objectives while maintaining safety at all times
- Trained and fully compliant with all OSHA and HAZMAT safety laws and regulations, as well as familiar with Lock-Out / Tag-Out protocols and procedures
- Experienced performing shipping and receiving duties including performing inventory control, reporting surpluses or deficiencies to upper management, and loading/unloading trucks, repositioning items throughout a warehouse accordingly
- Operates forklifts, clamp trucks, pallet jacks, overhead cranes, cherry pickers, backhoes, skid steers, shrink-wrap machines, and most power tools
- Experienced performing Quality Control assurance checks, setting aside substandard, flawed, or malfunctioning items, notifying appropriate personnel, sending products back for reengineering or assembly in production, or discarding items as needed
- Strong communications, math, analytical, and problem-solving skills
- Experienced using computers, Windows, MS Office, Internet research, and email
- Works well independently or in a team environment

## Professional Experience

05/12 - 17

### ***Supervisor / Building Maintenance Specialist (Seasonal)***

NYS Parks and Recreation, Niagara Falls, NY

- Promoted to supervisor after one year with the organization, supervising up to 4 workers, delegating work orders based upon priorities and/or directives from upper management
- Operated front-end loaders, other vehicles and powered equipment, such as mowers, tractors, Jacobson ride-on mowers, chain saws, electric clippers, and pruning saws
- Mowed and edged lawns, using power mowers or line trimmers
- Performed mulching, aerating, and weeding for lawns
- Use hand tools, such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, or axes
- Maintained or repaired tools, equipment, or structures, such as buildings, greenhouses, fences, or benches, using hand or power tools
- Performed a wide range of plumbing and electrical repairs as assigned or as needed, working independently or assisting licensed electricians, including for major building rewiring projects

01/12 - 11/12

***Fry Cook***

Finger Foods, Niagara Falls, NY

- Preparing and deep frying foods and then packaging them
- Performed quality control inspections of finished products
- Kept all kitchen areas clean and sanitized

03/01 - 09/08

***Owner - Operator***

Low Rate Lawn Service, Jonesboro, GA

- Owned and operated a busy lawn maintenance and landscaping company providing services to residential and commercial customers
- Responsible for all marketing, sales, and bookkeeping
- Managed and supervised up to 5 employees servicing up 82 customers

**Education, Training & Achievements**

***Criminal Law, (course studies) 1986 - 1987***

Niagara University, Lewiston, NY

***Diploma, 1984***

Niagara Falls High School, Niagara Falls, NY