

# RESUME 424

---

## OBJECTIVE

Dedicated and highly-motivated professional to secure a position in **Production, Warehouse, Shipping and Receiving** settings, and/or as a **Forklift Driver** utilizing my skills, training, and experience

## SUMMARY OF QUALIFICATIONS

- Over 20 years' experience in various production, warehouse, and shipping/receiving settings, in the industrial abrasives/ceramics, paper industries, operating various production equipment as a Machine Operator, consistently meeting and/or exceeding all daily production quotas and objectives with an overriding focus on maintaining safety at all times
- Knowledge of ISO 9000 standards, and concepts, in production and various quality assurance techniques, to specifically identify and eliminate waste, improve efficiency, and reduce costs
- Fully trained and compliant to all OSHA laws and regulations, including strict adherence to Lock-Out/Tag-Out protocols and procedures, and mandatory wearing of PPE
- Operates forklifts, clamp trucks, pallet jacks, conveyors, hydraulic presses, and most hand/power tools
- Strong communications, analytical, detail-oriented, and problem-solving skills
- Multi-tasks efficiently, learns new systems quickly, and completes all projects on or ahead of schedule
- Works well independently or collaboratively in team environments

## PROFESSIONAL EXPERIENCE

11/03 – Pres. **Shipping**

Cascades, Niagara Falls, NY

- Examine shipment contents and compare with records, such as manifests, invoices, or orders, to verify accuracy
- Enter shipping information into a computer by hand or by a hand-held scanner that reads bar codes on goods
- Negotiate and arrange transport of goods with shipping or freight companies
- Direct delivery trucks to shipping doors or designated marshaling areas and help load and unload goods safely
- Prepare documents, such as work orders, bills of lading, or shipping orders, to route materials
- Pack, seal, label, or affix postage to prepare materials for shipping, using hand tools, power tools, or postage meter
- Record shipment data, such as weight, charges, space availability, damages, or discrepancies, for reporting, accounting, or recordkeeping purposes
- Determine shipping methods, routes, or rates for materials to be shipped
- Weigh materials or products and record weight or other production data on tags or labels
- Move controls to drive propane and battery operated fork and clamp trucks to transport materials between loading, processing, and storage areas
- Position lifting devices under, over, or around loaded pallets, skids, or boxes and secure material or products for transport to designated areas

05/98 - 09/03 **Press Operator**

Carborundum, Niagara Falls, NY

- Start machines, monitor their operations, and record operational data
- Set stops on machine beds, change dies, and adjust components, such as rams or power presses, when making multiple or successive passes
- Test and adjust machine speeds or actions, according to product specifications, using gauges and hand tools
- Examine completed workpieces for defects, such as chipped edges or marred surfaces and sort defective pieces according to types of flaws
- Measure completed workpieces to verify conformance to specifications, using micrometers, gauges, calipers, templates, or rulers
- Position guides, stops, holding blocks, or other fixtures to secure and direct workpieces, using hand tools and measuring devices
- Hand-form, cut, or finish workpieces, using tools such as table saws

## EDUCATION, TRAINING & ACHIEVEMENTS

**High School Diploma**

Niagara Falls High School, Niagara Falls, NY