

Resume 530

OBJECTIVE:

To secure a position with your company using my skills and experiences in *Production, Shipping & Receiving, Sales, Customer Service or similar position.*

SUMMARY OF QUALIFICATIONS:

- Over 5 years' experience performing a variety of warehouse duties including shipping and receiving, positioning raw materials and finished products throughout warehouses, performing inventory management, and reporting surpluses and deficiencies to upper management
- Operates forklifts, pallet jacks, overhead cranes, scissor lifts, boom lifts, baggers, hoppers, and more
- Provides uncompromising highest standards of customer service to both internal and external customers, assisting individuals with their product/service requirements, offering solutions customized to individual needs, and resolving issues to their complete satisfaction
- Experienced using computers, Windows, MS Office (Word, Excel, PowerPoint, and Access), and email
- Empathetic, motivated and passionate about helping others, can adapt to meet needs of clients
- Dedicated employee, detail-oriented, and learns new systems quickly
- Well organized, strong communications, and math skills
- Multi-tasks efficiently, learns new systems quickly, and completes all duties on-time or ahead of deadlines
- Works well independently or in a team environment
- Working knowledge of accounting practices and procedures

PROFESSIONAL EXPERIENCE

02/21 – 08/21

Cleaner / Janitorial

Lacosta, Grand Island, NY

- Cleaned building floors by sweeping, mopping, scrubbing, or vacuuming.
- Cleaned windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees.
- Requisitioned supplies or equipment needed for cleaning and maintenance duties.
- Removed snow from sidewalks, driveways, or parking areas, using snowplows, or snow blowers.
- Awarded Employee of the Month

03/20 – 10/20

Forklift Operator

Cascade, Niagara Falls, NY

- Loaded or unloaded materials from pallets, skids, platforms, cars, lifting devices, or other transport vehicles.
- Inspected product load for accuracy and safely move it around the warehouse or facility to ensure timely and complete delivery.
- Operated powered industrial trucks such as forklifts, reach trucks, and side loaders to move product throughout the facility.
- Utilized order pickers to find product and scanned items to confirm materials for shipping.
- Verified incoming items for correctness and moved them into the warehouse using proper industrial vehicles.
- Recorded shipment data, such as weight, charges, space availability, damages, or discrepancies, for reporting, accounting, or recordkeeping purposes.
- Packed, sealed, labeled, or affixed postage to prepare materials for shipping, using hand tools, power tools, or postage meter.

04/19 – 01/20

Sales Associate

Uni-Mart, Niagara Falls, NY

- Maintained clean and orderly checkout areas, and complete other general cleaning duties, such as mopping floors and emptying trash cans.
- Received payment by cash, check, or credit cards.
- Answered customers' questions, and provide information on procedures or policies.
- Helped customers find the location of products.

EDUCATION and TRAINING:

Business Management – In Process

Niagara County Community College, Sanborn, NY

GED

Niagara Falls High School, Niagara Falls, NY