

Robert Smith

Boxer II

PERSONAL STATEMENT

Looking for a fulfilling career to help support and take care of family. Conducted bookkeeping, purchasing, accounting, inventory control, and clerical/administrative functions.

WORK EXPERIENCE

Boxer II

ABC Corporation - October 2015 - March 2016

Responsibilities:

- Verified count of parts received by counting and/or weighing.
- Loaded and unloading vehicles for pickups and delivery.
- Maintained accurate and detailed receiving, expediting, and return goods records.
- Maintained receipt and accurate inventory of area supply cabinet per procedure.
- Performed routine inspection and maintenance of company vehicles and forklifts.
- Maintained good housekeeping practices in work area, receiving dock and area behind the building.
- Measured and mixed ingredients according to crouton seasoning recipes.

Boxer

Delta Corporation - 2011 - 2015

Responsibilities:

- Lift raw materials, finished product, and packed items.
- Printed labels for the right materials to be shipped.
- Helped production workers by performing lesser skills.
- Stacking pallet, up to 45lbs a box Checking packages for any flaws Placing cheese in a box off the line Paperwork- making sure package and all orders .
- Rocky Mount, VA At Mcairlaid I was a boxer, my responsible were to pack absorbent pads in the boxes and stack the neatly on a pallet, then I would .
- Was also training to be a machine operator before I got laid off.
- worked on the line putting lids on the boxed meat the was being transported to another company, Pulled Hangers that would be shipped out the .

Education

Diploma - (RANDOLPH COUNTY CAREER TECHNICAL SCHOOL - Wedowee, AL)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Lifting Cargo, Able to unload shipments, Able to work independently.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)