

Material Handler I

ROBERT SMITH

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Objective

Over 7+ years of experience as a Material Handler. Looking to obtain a position that will utilize and further develop my civilian as well as military knowledge and experience.

Skills

Microsoft Word/Works Office Processor, Excel, PowerPoint, Enterprise Supply Solution (ESS), Integrated Maintenance Data System (IMDS), Interchangeability, and Substitutability Data File (DO43).

Work Experience

Material Handler I

ABC Corporation - April 2014 - Present

- Loading/unloading aircraft containers and company vehicles in a safe and efficient manner. Using trackers, scans and sorts packages according to service type and destination, in compliance with established procedures.
- Remains current on tracking methods and shipping requirements as needed.
- Completing systematic transactions such as stocking, receiving, transfers, returns, etc.
- Maintaining an inventory of personal uniforms and safety equipment in accordance with corporate standards.
- Scanning materials for system records match, packaging and obvious physical damage/defects, following established policies/procedures for disposition if required.
- Manually sorts packages/documents to the appropriate sideline, belt and/or container for final distribution.
- Cleaning company vehicles, repair and paint drop boxes to ensure compliance with corporate appearance standards.

Material Expediter

ABC Corporation - July 2012 - March 2014

- Performs mission capability verification, reports and processes cannibalization actions.
- Establishes requirements for the customer using automated systems and notifies the customer of asset availability.
- Processes issues, kills and rejects management notices, status changes, and cancellations.
- May occasionally operate non-articulated vehicles, but this cannot be the primary focus of the job, nor should it comprise the majority of time working on any given day.
- Establish, maintain and delete bench stocks in coordination with supported activities.
- Review on-hand balance and process replenishment actions maintain applicable supply-related functions local manufacture, DIFM, storage areas, and turnarounds.
- Develops standards of procedures to ensure compliance and inventory control passed all internal/external audits.

Education

Associates Of Arts in Education - (Miami Dade College)High School Diploma - (Coral Gables Senior High)