

ROBERT SMITH

Package/Material Handler

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11+ years of experience as a Material Handler. seeking to pursue a position that will allow me to utilize my diverse skills and excellent work ethic to contribute to the success of the organization.

EXPERIENCE

Package/Material Handler

ABC Corporation - JUNE 2012 - PRESENT

- Receiving product and examines contents and compare with records, such as manifests, bill of ladings, invoices, or orders, to verify accuracy of the incoming or outgoing shipment.
- Delivering raw materials to production facilities deliver finished goods to the warehouse delivers other materials and items as needed to the various facilities record daily hi-lo and truck check sheets.
- Ensuring proper maintenance of company truck prepares documents, such as transfer sheets to route materials.
- Ensuring the production floor is stocked with material and transfers material as needed.
- Preparing documents, such as work orders, bills of lading, and shipping orders to route materials.
- Conferring and corresponding with purchasing, quality, and sales to rectify problems such as damages, shortages, and nonconformance to specifications.
- Phone calls to others as needed bill of ladings, faxes, e-mails, supply log & monthly inventory.

Cable/Phone/Internet Installer

ABC Corporation - FEBRUARY 2008 - MAY 2012

- Measured signal strength at amplifiers and at customers terminal boxes, using field strength meter.
- Repaired and replaced worn components to ensure acceptable signal strength.
- Observed set to evaluate reception and determine the cause of faulty reception.
- Answered customers inquiries and complaints and explained the cost and operation of cable service.
- Reported unauthorized use of the cable system to communications electrician supervisor.
- Performed troubleshooting of digital phone, wireless modem, and High definition cable issues.
- Utilized a Signal Level meter to maintain proper signal levels into the customers equipment and cable lines.



EDUCATION

- Bachelors in Business Management - 2010(Oakland Community College - Southfield, MI)Management Technology - September 2000(Nash Community College)N/a in Sociology - 2011(California State University Bakersfield (CSUB) - Bakersfield, CA)

SKILLS

Hi-Lo Driver, Inventory Management, Shipping and Receiving, Loss Prevention, Chauffeur License, Customer Service, Management, Materials Management, and Warehouse Worker.