

Robert Smith

Material Handler I

PERSONAL STATEMENT

3 years of experience as a Material Handler. My professional objective is to become fundamental to the success of the company while utilizing my skills to advance into a leadership position.

WORK EXPERIENCE

Material Handler I

ABC Corporation - December 2015 - October 2016

Responsibilities:

- Load the installation crews with all of the required material the night before their shift.
- Responsible for tracking and ensuring accurate logistic data fundamental to sustaining an even balance of inventory and billing receipts.
- Assist in material management and counting inventory. Our inventory included an approximate 100x50 pavilion usually filled from front to back with millions of square feet of batt insulation, several trailers of blowing insulation, and a warehouse stocked with various tapes, glues, and other miscellaneous items integral to certain aspects of insulating homes and businesses.
- Follow safety rules and procedures prepared orders by processing requests and supply orders.
- Assembly set up, post assembly, dish assembly and kitting assembly packages.
- Fabricated large and small parts per drawing and assembled parts as required.
- Maintained facility, cleaning warehouse, office, and upkeep on facility grounds.

Warehouse Supervisor

ABC Corporation - April 2013 - November 2015

Responsibilities:

- Lead the night crew and gained another large position of responsibility and trust with
- Responsible for ensuring accurate loading logs, a more intensive level of material management which included unloading trailers, stocking the material received and leading the inventory counts.
- Inspected the fleet daily as trucks returned, and maintaining a general organization of our immense and ever-growing operating procedures.
- Maintained receiving, warehousing, and distribution operations by developing and executing integrated, realistic and detailed project plans to allow for successful project delivery
- Maintained warehouse staff job results by coaching, counseling, and disciplining employees; while planning, monitoring, and appraising job results
- Maintained appropriate inventory levels and provided product loss

CONTACT DETAILS

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SKILLS

Cash Management,
Inventory Management,
Customer Service,
Healthcare, Receptionist,
Materials Management,
Shipping and Receiving,
and Machine Operator.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

- control.
- Secured company assets by verifying and auditing outbound shipments and returns.

Education

General Studies - 1983(Gaffney Senior High School)High School
Diploma - (SALEM HIGH SCHOOL)