

# Materials Handler

# ROBERT SMITH

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## Objective

Hardworking and motivated professional looking to transition from U.S. Air Force duty to the civilian workforce. To improve public health within the community by serving as a food safety inspector and compliance officer. Ensure safety, promotion, education, and empowerment with every encounter.

## Skills

Inventory Management, Forklift, Microsoft Office, Document And Recordkeeping.

## Work Experience

### Materials Handler

**ABC Corporation** - February 1994 - May 1997

- Loaded and unload materials in warehouses and storage facilities using forklifts.
- Received materials into an organization and verify materials against invoices to ensure the accuracy of the delivery.
- Count or weighed parts to check quantity accuracy.
- Contacted the vendor when shipment is inaccurate to rectify the discrepancies.
- Picked parts for shipment and package according to shipping procedures and filled out the appropriate paperwork to ship the product.
- Performed transactions in the inventory system to enter new quantities and, during shipping transactions, to remove inventory from stock.
- Use material moving equipment such as pallet jacks, forklifts and dollies to deliver products and materials to an appropriate storage location.

### Materials Handler

**ABC Corporation** - 1990 - 1994

- Materials Handler/Outsourcing Received packages from different vendors arriving daily to the NIH loading docks.
- Checked supplies and equipment received at the dock against the manifest to ensure materials were being delivered to the correct building.
- Sorted all packages by floors and/or building sections.
- Scan the package into the automated log and deliver package(s) to the addressee for them to sign for receipt of the package using the Dock Management System (DMS).
- Delivered and identified temperature sensitive perishables.
- Responsible for closing and securing the dock at the end of the day Responsible for ensuring that all equipment is inventoried and secured, dock is clean and Kiosk is secured before leaving.
- Received general administrative direction from the Dock Manager.

## Education

