

ROBERT SMITH

Lead Production Associate V

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Seeking employment in a new environment outside of the automotive industry. I am willing to learn new skills and further my career experience in new areas of expertise.

APRIL 2009 - PRESENT

LEAD PRODUCTION ASSOCIATE V - ABC CORPORATION

- Following proper guidelines in issuing good quality parts and also identified and rejected bad parts.
- Performing daily logs on the quality and quantity of products being issued.
- Assembly production 6at division - I am currently working in a repair line.
- Also, package auto parts that are sent out to the customer (honda automotive).
- Creating systems to maintain inventory levels to ensure expedited delivery of the product.
- Coordinating shipping schedules and delivery truck routes to maintain low cost and efficient delivery of the product to customers.
- Creating and maintaining production metrics to gauge production/delivery efficiencies.

SEPTEMBER 1990 - MARCH 2009

SHIPPING AND RECEIVING ASSOCIATE - ABC CORPORATION

- Put me in charge of scanning, preparation, inspection, and movement of materials in my shipping department.
- Participated in inventory control of products being received and/or shipped from the company to its customers by scanning in products with rf scanners, filing backorders on products that were not delivered on schedule, and by palletizing shipments for delivery.
- Was a certified forklift operator and loaded and unloaded freight from semi-trailers during my career.
- Prepared items for return shipments back to the main corporate warehouse or other stores.
- Duties included assembling, addressing, stamping, coordinating shipping/receiving merchandise, unloading/unpacking, verifying products, and recording incoming merchandise.
- Arranged transportation in coordinating shipping/receiving merchandise.
- Oversaw and handled the presentation of merchandise on the store floor.

EDUCATION

High School Diploma in Republic Of Panama - (Episcopal School Of Panama City)General Studies - 1995(Grade South Division High School Milwaukee - Milwaukee, WI)Graduate - 1987(Livingston Academy High School - Livingston, TN)

SKILLS

Scanners, Forklift Operator, Bilingual Spanish, Quality, Computer, Inventory Control, Inspection, Communication, Data Entry, Accounts Receivables, Customer Service, Cleaning, Assembly, As400, Avaya, Billing, Documentation, Dependable, Employee Relations, Email, and Filing.